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Minutes

August 4, 1982 - July 6, 1984

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MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 4, 1982

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on August 4, 1982 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mrs. Anderson
Dr. Bannerot
Mrs. Gallian
Dr. Hairston
Mrs. North
Mrs. Rugeley
Mrs. Smith

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

Dr. Wallace, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the July 2, 1982 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities for the month of July, 1982. Included were the following:

1. The Charleston Gazette, on Saturday, July 31, 1982 awarded a SMILE

   "To Don Springer, who recently stepped down as president of the board of directors of the Kanawha County Library."

2. Enclosed in a letter received, recently, by my office, was a five dollar bill with a note which read as follows:

   "Money for two books stolen several years ago. I cannot locate the books now and I am very sorry. I believe this money will replace the books.

   Anon"

3. The walkway/promenade, the pedestrian sidewalk connecting Summers and Capitol Streets which, for the most part, is Library property, continues to give us concerns about safety and maintenance. Vehicles continue to climb the curb to make deliveries to Arcade shops or to utilize the space for parking personal vehicles. The situation is not hopeless. Efforts are underway to eliminate the problem in the very near future with recommendations addressed to the Building and Grounds Committee.

4. Apple Books is a new book store and is located in Cross Lanes. Its ownership has promised to give 10% of its sales proceeds to the Cross Lanes Branch Library during the period of July 31 through August 7, 1982.

5. Elk Valley Branch Library observed its Fifth Anniversary on July 13, 1982 with an open house and reception from 7:00 p.m. to 8:30 p.m. The Library Board, Mrs. Chelya Crouser, President, hosted the special event.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that Kanawha County Public Library owns one Certificate of Deposit for $310,000.00 purchased from the Kanawha Valley Bank on August 3, 1982, at 10.03%, which will earn $596.30 interest when it matures on August 10, 1982. The Certificate of Deposit for $310,000.00 will be re-invested on August 10, 1982 to mature on August 17, 1982. A Certificate of Deposit for $375,000.00 will be purchased on August 17, 1982 to mature on August 31, 1982. A Certificate of Deposit for $280,000.00 will be purchased on August 31, 1982 to mature on September 7, 1982.

State of West Virginia Basic Grant-In-Aid Application for 1982/1983. The President reported that the Library was in receipt of an application from the West Virginia Library Commission to apply for Grant-In-Aid funds for fiscal year 1982/1983.

Upon discussion by Dr. Hairston, seconded by Mrs. North, it was unanimously

> RESOLVED, That the Library Director be and is hereby authorized to sign the West Virginia Library Commission Maintenance of Effort Certification to receive Grant-In-Aid funds for fiscal year 1982/1983.

Motion carried.

Building and Grounds Committee. In the absence of Mr. Santrock, the Library Director gave a progress report on the St. Albans Library projects. He stated that the carpet installation has been finished and has received favorable patron comments. The new drapes have been installed and found to be just a bit long. After hanging for a month (to reach "full stretch"), they will be taken down, rehemmed and rehung by the contractor at no extra charge.

Long Range Planning Committee. Mrs. Smith, Chairman, reported that a meeting of the Long Range Planning Committee and the Staff Ad Hoc Committee was held July 28, 1982, 3:00 p.m., in the Board of Directors Room. Those present were: Mrs. Helen Smith, Chair, Dr. Frederick Bannerot, Mr. Cheshire, Dr. Hairston and Mrs. North. Miss Flagg and Mr. Winowich, of the Staff Ad Hoc Committee were also present.

Copies of the "Long Range Planning Committee Minutes," "Long Range Planning Process: Visions of the Future; Some Areas of Study" and "Committee Assignments - Long Range," were distributed to the Library Board members present. Minutes of the meeting, together with copies of the above cited documents, will be sent to members of the Long Range Planning Committee who were absent.

Mrs. Smith stated that every member of the Library Board and staff members from all departments and branches have been appointed to an appropriate sub-committee.

Mrs. Smith said that the next business for each of the working sub-committees was to decide on tasks it planned to undertake and to establish priorities for them.

The next meeting has been scheduled for October 6, 1982, 3:00 p.m. in the Library Board Room.

NEW BUSINESS

Library Board Meeting Dates for 1982/1983. The President presented the schedule of Library Board Meeting dates for 1982/1983 as listed on the agenda. He stated the meeting date for January, 1983 has been changed from January 5, 1983 to January 12, 1983. The revised schedule of meeting dates is recorded as follows:

September 8, 1982	February 9, 1983
October 6, 1982	March 9, 1983
November 3, 1982	April 6, 1983
December 8, 1982	May 4, 1983
January 12, 1983	June 8, 1983

Committee Assignments for 1982/1983. A roster of standing committee assignments was distributed to members present. The committee assignments are recorded as follows:

STANDING COMMITTEES
1982/1983

Book Committee

Kauffelt, Mr. T. D., Chair
Cheshire, Mr. William P.
Glasser, Mrs. Carole
Hairston, Dr. Shirley
Santrock, Mr. John

Budget Committee

Springer, Mr. Donald F., Chair
Bannerot, Dr. Frederick G.
Hairston, Dr. Shirley
Kauffelt, Mr. T. D.
Kuhns, Mr. Dewey E. S.
Ray, Mr. John L.
Rugeley, Mrs. Virginia
Smith, Mrs. Helen

Building and Grounds

Santrock, Mr. John, Chair
Glasser, Mrs. Carole
Kauffelt, Mr. T. D.
Kuhns, Mr. Dewey E. S.
Smith, Mr. James C.

Finance Committee

Jacobson, Mr. Bernard H., Chair
Anderson, Mrs. Margaret
Fisher, Mr. Arthur C.

Gifts, Bequests and Endowment

Anderson, Mrs. Margaret, Chair
Fisher, Mr. Arthur C.
Jacobson, Mr. Bernard H.

Insurance

Smith, Mr. James C., Chair
Anderson, Mrs. Margaret
Jacobson, Mr. Bernard H.

Long Range Planning Committee

Smith, Mrs. Helen, Chair
Bannerot, Dr. Frederick G.
Cheshire, Mr. William P.
Gallian, Mrs. Edna
Hairston, Dr. Shirley
North, Mrs. Anne
Rugeley, Mrs. Virginia
Springer, Mr. Donald F.

Personnel Committee

Bannerot, Dr. Frederick G., Chair
Glasser, Mrs. Carole
Kuhns, Mr. Dewey E. S.
Rugeley, Mrs. Virginia

Services Committee

Ray, Mr. John L., Chair (Chas.)
Fisher, Mr. Arthur C. (Sissonville)
Gallian, Mrs. Edna (Clendenin)
North, Mrs. Anne (Malden/Rand)
Santrock, Mr. John (Nitro)
Smith, Mrs. Helen (Dunbar)
Smith, Mr. James C. (Elk Valley)
Springer, Mr. Donald F. (St. Albans)

Special Resources Committee

North, Mrs. Anne, Chair
Cheshire, Mr. William P.
Gallian, Mrs. Edna
Ray, Mr. John L.

Remarks by the President. The President invited Library Board Members to contribute agenda items for Board Meetings. Agenda input from the Board itself, the President observed, would broaden the scope of the meetings and encourage more participation. Board members were asked to notify the Library Director of agenda items they wished to be added.

The President suggested that the branch Library Board Presidents, their members and their librarians be invited to attend a Library Board Meeting to talk about their respective libraries.

Approval of Bills. The Library Director submitted Book Bills List No. 302 ($17,717.34) and General Bills List No. 302 ($18,336.02) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. North, seconded by Mrs. Rugeley, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 300 ($489.96) duly certified and approved in accordance with the Bylaws and on motion by Mrs. North, seconded by Mrs. Rugeley, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 8, 1982

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on September 8, 1982 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mrs. Anderson
Dr. Bannerot
Mrs. Gallian
Mrs. Glasser
Dr. Hairston
Mrs. North
Mrs. Rugeley
Mrs. Smith
Mr. Springer

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

Dr. Wallace, President, presided. The Assistant Director served as Secretary. The Secretary reported that a quorum was present.

Tribute to A. Guy Stone. Dr. Wallace spoke of Mr. A. Guy Stone who served this institution's Board of Directors as a Member and as its President. Following remembrances and stories, a memorial resolution was read by the Library Director.

Resolution on the Life and Service to the Library of Mr. A. Guy Stone. Upon motion by Mr. Springer, seconded by Mrs. Smith, the following resolution was adopted unanimously:

A. GUY STONE

WHEREAS, It is with sorrow and regret that we record the passing of A. Guy Stone on August 25, 1982; and

WHEREAS, A Guy Stone served his community and this institution with respect, honor, devotion and enthusiasm; and

WHEREAS, A. Guy Stone rendered distinguished service to Kanawha County Public Library as a member of its Board of Directors from July, 1958 until July, 1975; and

WHEREAS, A. Guy Stone served faithfully, diligently and productively as President, Library Board of Directors from July, 1967 through June, 1974; and

WHEREAS, The wise counsel, practical judgment and good will of A. Guy Stone contributed significantly to the growth of the Library; and

WHEREAS, In this the first meeting since the death of A. Guy Stone, the Library Board of Directors wishes to give expression of its sense of loss; and

IT IS HEREBY RESOLVED, That this resolution of tribute and remembrance be spread upon the minutes of this meeting and that a copy be transmitted to the family of A. Guy Stone, to whom we extend sincere and heartfelt sympathy.

The minutes of the August 4, 1982 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities for the month of August, 1982. Included were the following:

1. Kanawha County Public Library received, for its local history collection, 16mm films of the 1950 and the 1953 state high school tract meets held at old Laidley Field. Each print was "reconstituted" (cleaned, oiled and repaired) and duplicates, in video cassette format, were made for lending purposes. The gifts were presented by Kanawha Valley Track and Field Officials Association.

2. Kanawha County Public Library and the West Virginia University Extension Service are sponsoring, cooperatively, a series of programs designed to reach the retired, senior American who, through remembrances of things past, would help us in developing our oral history and picture history collection. The program has a name: SMART (Seniors Making a Return Trip).

3. A "surplus to our needs" book sale was held during Charleston Regatta Week on Saturday, August 28, 1982 on the Library's Plaza from 10:00 a.m. to 4:00 p.m. The day was beautiful and the crowd was large. All goods (hardbound and paperbacks, phonograph records and magazines) were gifts of many Kanawha County Public Library friends. Receipts totaled $803.46 and will be used to purchase video cassettes for addition to the collection.

4. The Reference Department staff and I are proud of being the single repository in the State of West Virginia of the Foundation Center materials which are made available to Kanawha County Public Library at no cost. Users, in person, by mail or telephone call, come from all parts of West Virginia seeking information on organizations making cash grants to public/private institutions.

5. Sissonville Branch Library received and installed a paperback rack from Arcade News.

6. Elk Valley Branch Library, Main Floor, is being painted by Mr. James Thomas, Building Superintendent.

Budget Committee.

Cash Management. Mr. Springer reported that Kanawha County Public Library owns one Certificate of Deposit for $325,000.00 purchased from the Kanawha Valley Bank on September 7, 1982, at 9.01% which will earn $561.68 interest when it matures on September 14, 1982. A Certificate of Deposit for $300,000.00 will be purchased on September 14, 1982 to mature on September 28, 1982. A Certificate of Deposit for $250,000.00 will be purchased on September 28, 1982 to mature on October 5, 1982. The Certificate of Deposit for $250,000.00 will be re-invested on October 5, 1982 to mature on October 12, 1982.

Reserve Balance. Mr. Stern reported that it was necessary to create a reserve balance in the amount of $61,364.37 for the purpose of carrying forward this sum as to make payments in 1982/1983 on obligations made during the fiscal year 1981/1982. These accounts, with amounts, are recorded as follows:

Landscaping - Main	$ 1,295.00
Landscaping - Sissonville	2,090.00
Carpeting - St. Albans	2,845.00
Drapes - St. Albans	684.72
Generator	3,060.00
Automation	50,000.00
Nitro Public Library	1,389.65
Total	$61,364.37

After discussion, upon motion by Mr. Springer, seconded by Dr. Hairston, it was moved that the listed accounts and their amounts be carried forward and paid after July 1, 1982 and that the total of $61,364.37 be added to the budget for fiscal year 1982/1983. Motion carried.

Building and Grounds Committee.

Installation of barriers on Capitol and Summers Streets. In the absence of Mr. Santrock, Chairman, the Library Director reported that the Building and Grounds Committee met on Tuesday, September 7, 1982, to discuss the installation of vehicular traffic barriers on both ends of the Promenade - the paved walkway between Summers and Capitol Streets abutting the Job Corps, Arcade and Kanawha Banking and Trust properties. The Library Director stated that vehicles were still using the Promenade despite vigorous, low-key and only partly successful efforts to keep them off. Vehicles on the Promenade, he said, presented a safety hazard from oil and gasoline and would, in time, require paving repair expense from wear and tear on the concrete. He also

said that agreement in principle had been reached between the Library and the City of Charleston and between the Library and the Job Corps and that he was confident that details, especially as to placement, could be worked out to the satisfaction of the Library, the City and the Job Corps. He concluded by saying that the cost of the barrier would be small because the City had already indicated a willingness to install and maintain them at its expense.

After discussion, upon motion of Mrs. North, seconded by Mrs. Glasser, it was unanimously

RESOLVED, That the Library Board approve the installation of vehicle barriers at both ends of the Promenade and that the Library Director be given discretion in the placement of such barrier.

Motion carried.

Blacktop at Elk Valley Branch Library. The Library Director gave a short history of the efforts to stop water seepage into the basement of the Elk Valley Branch Library. While the problem has been reduced, Mr. Robert Wilson, A.I.A., has recommended that the paving between the highway right-of-way and the front of the building be resurfaced to change its "slant" so that water will drain away from the building and toward the road. The Director stated that the job will cost approximately $1,000.00 and that he would solicit cost estimates from firms who do this work.

After discussion, upon motion by Mrs. Glasser, seconded by Dr. Bannerot, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to resurface the paving in front of the Elk Valley Branch Library building at a cost not to exceed $1,000.00.

Motion carried.

Asbestos Monitoring. In response to continuing public concern about health hazards posed by asbestos insulation, the Library Director reviewed the Library's action in this matter. He reported that both fifth floor and Lower Level asbestos areas received a clean bill of health, that is, less than two asbestos fiber particles per cc. of air, when tested by G. H. Turley, of Union Carbide, in June 1979. The Director went on to say that these areas would be checked again soon by a qualified person from Kanawha County Schools and that he would report findings to the Board at an early date.

Special Resources Committee. Mrs. North, Chairman, reported that the Special Resources Committee met on Thursday, September 1, 1982 to consider the purchase of a Word Processor. She stated that the Long Range Planning Committee will have a great deal of clerical work and typing involved in the project.

Mrs. North also reported that the Library receives money from the Steele Hawkins, Jr. estate. The Hawkins Fund now on hand totals $15,734.78 with seven more annual payments yet to be received which will total $14,526.66.

Mrs. North stated that the Special Resources Committee recommends that the Library Board considers the purchase of the Word Processor to be paid from the Steele Hawkins, Jr. Fund.

After discussion, upon motion of Mrs. North, seconded by Mrs. Glasser, it was unanimously

RESOLVED, That the Library Board accept the recommendation of the Special Resources Committee to purchase a Word Processor at a cost not to exceed $15,000.00

Motion carried.

Personnel Committee. Dr. Bannerot, Chairman, reported that it was the recommendation of Administration and Chief, Extension Department, that the position of part-time junior clerk, Sissonville Branch Library, be upgraded to full-time junior clerk. Dr. Bannerot reported that there has been substantial growth in services and activities at the Sissonville Branch Library - 1981/1982 circulation was 37,593. He also said that the additional, unbudgeted cost of the change for 1982/1983 would be $3,915.00, not including fringes. The amount could be funded from unallocated Grant-In-Aid funds and from unanticipated additional income.

After discussion, upon motion of Dr. Bannerot, seconded by Mrs. Smith, it was unanimously

> RESOLVED, That the recommendations of Management and Extension to upgrade the part-time junior clerk to full-time junior clerk be accepted and become effective October 1, 1982.

Motion carried.

NEW BUSINESS

West Virginia Library Association. The Library Director stated that he felt the Library should be well represented at this year's Annual Conference of the West Virginia Library Association, October 11-13, 1982, especially because it is being held in Charleston. He recommended that full-time staff librarians and Library Board members be encouraged to attend by having their $35.00 pre-registration fees paid by the Library. He added that the Library will receive a special grant of $100.00 from West Virginia Library Commission for Directors' attendance. After discussion, upon motion of Mr. Springer, seconded by Mrs. North, it was unanimously

RESOLVED, That Kanawha County Public Library pay the $35.00 pre-registration fee for all Library Board Members and all full-time, permanent staff librarians who attend the 67th annual conference of the West Virginia Library Association, Charleston, West Virginia, October 11-13, 1982, at a cost not to exceed $1,000.00.

Motion carried.

Communications with Branch Libraries. To facilitate good communications between the Advisory Branch Library Boards and the Kanawha County Public Library Board of Directors, the President stated that advisory board and branch librarians would be invited to sit in on its monthly meeting on the following schedule:

October 6, 1982 - Cross Lanes
November 3, 1982 - Dunbar
December 8, 1982 - Elk Valley
March 9, 1983 - St. Albans
April 6, 1983 - Sissonville
May 4, 1983 - Glasgow
June 8, 1983 - Marmet

Approval of Bills. The Library Director submitted Book Bills List No. 303 ($27,419.85) and General Bills List No. 303 ($27,812.95) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Springer, seconded by Mrs. Smith, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 301 ($466.61) duly certified and approved in

accordance with the Bylaws and on motion by Mr. Springer, seconded by Mrs. North, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 6, 1982

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on October 6, 1982 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mrs. Anderson
Dr. Bannerot
Mrs. Gallian
Dr. Hairston
Mrs. North
Mr. Springer

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director, Miss Lorena Ammar, Administrative Assistant, Miss Peggy Karkos, Branch Librarian, Cross Lanes Public Library and Mrs. Naomi Roberts, Treasurer, Cross Lanes Library Board of Directors.

Dr. Wallace, President, presided. The Assistant Director served as Secretary. The Secretary reported that a quorum was present.

The President welcomed Miss Peggy Karkos and Mrs. Naomi Roberts.

Dr. Wallace spoke briefly about Kanawha County Public Library representation in the county through our branch libraries. He said that we would be having representatives from each of our branch libraries at Library Board meetings during the current fiscal year.

The Library Director introduced Miss Peggy Karkos, Branch Librarian, Cross Lanes Public Library who, in turn, introduced Mrs. Naomi Roberts, Treasurer.

Miss Karkos and Mrs. Roberts gave a brief summary of Cross Lanes Branch Library's activities and concerns. The summary included:

1. Fund Raising Activities:

    a. A successful raffle was concluded recently.

    b. The contribution by Jalamap Publications, Inc., a local publisher and bookstore owner, who donated 10% of their retail sales proceeds for the week of August 1, 1982 to Cross Lanes Public Library.

2. Library Service Activities:

    a. A four-session series of book reviews on "how-to-do-it" projects for home owner and money saver.

    b. Story hours for pre-school and other children continue to be popular and an effective way to reach readers of all ages.

3. Library Concerns:

    a. The need for additional space to meet needs of a a growing community.

Mr. Springer, in commenting on the last point, said that the space needs of Cross Lanes would be carefully considered in the Library Board's Long Range Planning Project, now underway. Another Library Board Member stated that the resolution of Cross Lanes' concerns was complicated by the lack of a municipal government to help insure adequate and continuing local financial support both for a building program and ongoing operating expenses of a larger facility.

Correspondence. The Secretary reported that the Library was in receipt of a September 20, 1982 letter from Mr. Ronald E. Preast, Deputy Director, Local Government Relations Division, State Tax Department of West Virginia, stating that the the CPA firm of Arnett and Foster had been appointed "to examine the balance sheets, statements of revenue, expenditures and fund balances" of Kanawha County Public Library for the period beginning July 1, 1981 and ending June 30, 1982 for a fee not to exceed $3,600.00.

The Library Director reviewed the procedures chosen in the deciding factor of the selection of an auditor.

He also reported that the Library was in receipt of a Uniform Contract To Audit Accounts (an agreement prepared by the State Tax Department which explains the services to be rendered by firm of Arnett and Foster in performance of an audit for fiscal year 1981/1982) and signed by John W. Kee, Partner, Arnett and Foster, dated September 27, 1982 and by Ronald E. Preast for Herschel H. Rose, III, State Tax Commissioner, dated September 20, 1982. The Library Director stated that the Agreement replaced the Engagement Letter which was supplied previously by Arnett and Foster. Following discussion, upon motion of Dr. Hairston, seconded by Mrs. North, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to sign the Uniform Contract To Audit Accounts.

Motion carried.

The Secretary reported that the Library was in receipt of a Public Meeting Notice stating that the Charleston Municipal Planning Commission would hold a public hearing at 3:00 p.m., Wednesday, October 6, 1982 for the purpose of granting permission to the Embros Realty Company to construct and operate a commercial parking lot facing Summers Street. No Library representative was sent to the public hearing.

The minutes of the September 8, 1982 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities for the month of September, 1982. Included were the following:

1. Chelya Crouser (Mrs. Rex), President, Elk Valley Branch Library Board of Directors, members of her Library Board, Friends and Staff are to be congratulated for planning and implementing a very successful book sale; proceeds of which accrue to the benefit of the Elk Valley Branch Library. Proceeds exceeded $850.00. Books were donated by residents and from the gift book collection kept at

the Main Library. These are duplicate titles which are useful and valuable for such purposes as this and/or distribution to small public libraries in West Virginia through West Virginia Library Commission.

2. Chelya Crouser and the Elk Valley Library Board established the Ethel Kelly Trust Fund to honor the former Elkview English Teacher and Librarian as well as to raise money in support of branch purposes and needs. The 90 year old area resident is addressed by some as "Kelly" as a term of affection, appreciation and respect.

3. The new Alum Creek Community Library, a branch of the Hamlin-Lincoln County Public Library became operational on Sunday, September 19, 1982. It is located in the basement of Dr. J. Loren Smith's office. The president of their library board was quoted in the Sunday Gazette Mail, September 19, 1982, that "he hopes to ask the Kanawha County library system to include funds for the Alum Creek library in next year's budget."

4. There was minimal damage to Kanawha County Public Library as a result of a main line water break at the corner of Capitol and Quarrier Streets. Most of Capitol Street businesses were affected; especially KB&T. We were lucky, because of certain strategically located drains (parking lot, ramp and internal location) and the hard work of James L. Thomas, Building Superintendent, and Jimmy Snyder, Custodian, because they responded immediately to the emergency by reporting to the job site following notification by Charleston Police.

5. The Auxiliary To the Memorial Division of CAMC presented a gift of $200.00 to Kanawha County Public Library for having patient library service which is implemented by their membership.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Springer reported that Kanawha County Public Library owns one Certificate of Deposit for $300,000.00 purchased from the National Bank of Commerce on October 5, 1982, at 10.00% which will earn $575.34 when it matures on October 12, 1982. A Certificate of Deposit for $325,000.00 will be purchased on October 12, 1982 to mature on October 19, 1982. A Certificate of Deposit for $330,000.00 will be purchased on

October 19, 1982 to mature on October 26, 1982. A Certificate of Deposit for $490,000.00 will be purchased on October 26, 1982 to mature on November 3, 1982. A Certificate of Deposit for $390,000.00 will be purchased on November 3, 1982 to mature on November 9, 1982.

Preliminary Report on 1983/1984 Budget. Mr. Springer, Chairman, reported that Mr. Stern and he had met to discuss plans for the Budget 1983/1984 fiscal year. Mr. Springer stated that he will recommend that the Library Board ask for the full appropriations from the levying authorities (City of Charleston, Kanawha County Commission and Kanawha County Schools.)

Finance Committee Cash Management. Mr. Stern reported that the Finance Committee's $50,000.00 in 182-day Money Market Certificate, held under safe-keeping receipts at Kanawha Valley Bank, would mature October 14, 1982, earning interest of $3,279.50. Upon motion of Mr. Springer, seconded by Mr. Kuhns, it was unanimously

> RESOLVED, That the Treasurer of the Library Board be and is hereby authorized to invest $45,000.00 to the account of Kanawha County Public Library Finance Committee in one (1) 182-day Money Market Certificate of Deposit of $10,000.00, one (1) Money Market Certificate of Deposit of $15,000.00, and one (1) Money Market Certificate of Deposit of $20,000.00, effective October 14, 1982.

Motion carried.

Building and Grounds Committee. In the absence of Mr. Santrock, Chairman, the Library Director reported on the water problems at the Elk Valley Branch Library. He stated that cost estimates have been solicited for the paving, on specifications prepared by Robert Wilson, A.I.A., of Wilson and Goff. The specifications, he said, call for asphalt resurfacing at the foot of the front

steps and at the front of the building so that water would drain away from the building and toward the road. He reported that two proposals have been received for the project. They are:

Kanawha Asphalt Paving Company	$ 590.00
Henry Tignor and Sons, Inc.	1,050.00

After discussion, upon motion by Mrs. North, seconded by Mrs. Anderson, it was unanimously

RESOLVED, That the estimate of $590.00 by Kanawha Asphalt Paving Company for the paving project at the Elk Valley Branch Library be accepted.

Motion carried.

UNFINISHED BUSINESS

West Virginia Library Association. The Library Director reminded the Library Board members present of the Annual Conference of the West Virginia Library Association scheduled to be held on October 11-13, 1982. He said that all Library Board members have been pre-registered. The registration fee of $35.00 will be paid by the Library for all Library Board members and librarians who attend.

NEW BUSINESS

Change of January 1983 Board Meeting. The date of the January 1983 Library Board meeting has been changed from January 12, 1983 to January 5, 1983.

Approval of Bills. The Library Director submitted Book Bills List No. 304 ($16,888.76) and General Bills List No. 304 ($22,346.38) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Springer, seconded by Dr. Hairston, it was ordered that the bills set out on the two

lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 302 ($1,444.28) duly certified and approved in accordance with the Bylaws and on motion by Mr. Springer, seconded by Mrs. North, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 3, 1982

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on November 3, 1982 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Dr. Bannerot
Mr. Fisher
Mrs. Gallian
Mrs. Glasser
Dr. Hairston
Mr. Kuhns
Mrs. Rugeley
Mrs. Smith

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director, Miss Lorena Ammar, Administrative Assistant, Mr. Charles Boone Maxwell, President, Dunbar Library Board of Directors, Mrs. Delores Ollice, Vice-President and Treasurer, Dunbar Library Board of Directors and Mr. Steve Crowley, Branch Librarian, Dunbar Public Library. Mrs. Helen Smith also represented the Dunbar Library. She is Secretary of the Dunbar Library Board of Directors.

Dr. Wallace, President, presided. The Assistant Director served as Secretary. The Secretary reported that a quorum was present.

The President welcomed Mr. Maxwell, Mrs. Ollice and Mr. Crowley. He stated that the Library Board had adopted a policy to invite representatives from the branches to give them the opportunity to tell us about their library.

The Library Director introduced Steve Crowley, Branch Librarian of the Dunbar Library, Mr. Charles Boone Maxwell, President, and Mrs. Delores Ollice, Vice-President and Treasurer.

Mr. Maxwell and Mr. Crowley each gave a brief summary of the Dunbar Library activities and concerns. The summaries included:

1. Outline of this Fall's activities including elementary school programs, workshops for junior high students and the December "Festival of Trees" involving several age groups.

2. Dunbar's strong emphasis on non-print materials, especially film programming.

3. Desire to increase and improve book collection at a faster rate.

4. A brief history of the Dunbar Public Library.

Correspondence. The Secretary reported that the Library was in receipt of a letter dated October 28, 1982 from Mrs. Greta P. Stone expressing her appreciation for the Library Board's resolution on her late husband, A. Guy Stone. It reads as follows:

"Dear Mr. Winowich,

"Thank you for your understanding letter and please convey my appreciation to the members of the Library Board for the wonderful tribute to my husband.

"His favorite hobby, (even more than baseball) was reading. It was hard to stop him every time he picked up a book.

"John, Mary and I will save this wonderful tribute to him, with great pride.

"Thank you again for remembering him.

"Sincerely,

/s/ Greta P. Stone"

The minutes of the October 6, 1982 meeting were corrected to show that Mr. Kuhns attended the meeting of that date.

Library Director's Monthly Report. In the interests of saving time, no oral report was given by the Library Director. He stated that a report would be prepared and mailed to each Library Board Member.

Reports of Committees.

Building and Grounds Committee. In the absence of Mr. Santrock, Chairman, the Library Director reported on the Plants and Planting project at the Marmet Library. He stated that Mr. Stern and he had met with Mr. Jeff Nelsen, landscape architect, at the Marmet Library. On the basis of Mr. Nelsen's specifications, "invitations to estimate" were sent to all nurseries in the Charleston area. Mr. Stern had received three estimates on the project. They are:

Valley Gardens, Inc.	$590.00
Holstein Tree and Landscaping Service	592.00
Pleasantree	610.00

After discussion, upon motion by Mr. Kuhns, seconded by Mr. Fisher, it was unanimously

RESOLVED, That the low estimate of $590.00 by Valley Gardens, Inc. for the plants and planting project at the Marmet Library be accepted.

Motion carried.

Budget Committee.

Cash Management. In the absence of Mr. Springer, Chairman, Mr. Stern reported that Kanawha County Public Library owns one Certificate of Deposit for $370,000.00 purchased from the Kanawha Valley Bank on November 3, 1982, at 8.66% which will earn $526.72 when it matures on November 9, 1982. A Certificate of Deposit for $365,000.00 will be purchased on November 9, 1982 to mature on November 16, 1982. A Certificate of Deposit for $430,000.00

will be purchased on November 16, 1982 to mature on November 23, 1982. A Certificate of Deposit for $430,000.00 will be purchased on November 23, 1982 to mature on November 30, 1982. A Certificate of Deposit for $320,000.00 will be purchased on November 30, 1982 to mature on December 7, 1982.

Budget 1983/1984. In the absence of Mr. Springer, Chairman, Mr. Stern gave a progress report on the plans for the 1983/1984 Budget. Mr. Stern reported that Mr. Springer, Dr. Wallace, the Library Director and he had met on November 1, 1982 to discuss the plans for the budget 1983/1984. There were comments on the following:

1. Budget 1983/1984 looks fairly tight.
2. Salaries will be increased at a modest level.
3. Expect to ask our funding agencies for the full amount.
4. Expect to budget a 10% cut in GIA for 1983/1984.

As to the current 1982/1983 year, Mr. Stern said that there are strong indications from the State Library Commission that they expect an order from the Governor to reduce Executive Department expenditures because of less than budgeted tax collections. In view of this, Mr. Stern suggested that it would be prudent for the Board to use the present unallocated balance plus unanticipated additional income, totaling about $40,000.00, as a cushion against the possibility of GIA cut.

Long Range Planning Progress. Mrs. Smith and Mrs. Wright made a progress report on the LRPP. Mrs. Wright is Chief, Adult Circulation Librarian and Co-Chair of the Staff Ad Hoc Committee whose members are Flagg, Stern, Winowich and other Co-Chair persons. Mrs. Wright reported that the staff Ad Hoc Committee is responsible for guiding and directing efforts to be made by the

various staff committees. It was suggested, by Mrs. Smith, that the staff effort might be identified in a manner other than Long Range Planning Process so as to avoid confusion and to have LRPP as an "arm" of the Library Board Committee.

Mrs. Wright reported that most of the staff committees had met at least once and that a tentative schedule of effort had been adopted and is noted as follows:

First Report of Staff Committees will be due on December 17, 1982
Second Report of Staff Committees will be due on March 31, 1983
Third Report of Staff Committees will be due on August 31, 1983
Fourth Report of Staff Committees will be due on October 31, 1983

Mrs. Wright reported that the Automation Committee, Mr. Winowich, Chair, strongly urges LRPP Committee to invite Mr. Kenneth E. Dowlin, Library Director, Pikes Peak Library, Colorado Springs, Colorado, to visit Charleston, West Virginia for 2/3 days to advise the Automation Committee on the "electronic library" and to meet with members of the Library Board and Staff. A sum of $1,500.00 was suggested. Following discussion, the question was referred to the LRPP, Helen Smith, Chair. Mrs. Smith announced that her committee would meet on Tuesday, November 30, 1982 at 2:00 p. m. in the Library Board of Directors room.

Personnel Committee. Dr. Bannerot, Chairman, reported that the Library Director and Assistant Library Director had been working on the Library's Guard/Reserve Leave of Absence Statement and had developed a draft, here being submitted for Board approval. Dr. Bannerot said that the draft had been reviewed by David T. Kent, Brigadier General, WVARNG Commander of the Office of the Adjutant General and Barbara P. Bacon, Lt. Colonel, USAF, National Ombudsman of the Office of the Assistant Secretary of Defense, who found it satisfactory from the military's point of view.

Dr. Bannerot added that proper policy in this regard would avoid some vexing situations even though, at the present time, there is only one staff member affected.

After discussion, upon motion by Dr. Bannerot, seconded by Mrs. Smith, it was unanimously

RESOLVED, That the Guard/Reserve Leave of Absence Statement with the changes be adopted.

Motion carried.

A copy of the Guard/Reserve Leave of Absence Statement will be filed with the minutes of this meeting.

NEW BUSINESS

South Eastern Library Association. The Library Director reported that the South Eastern Library Association Conference would be held in Louisville, Kentucky, November 10-13, 1982. Following discussion, upon motion by Dr. Bannerot, seconded by Mrs. Gallian, it was unanimously

RESOLVED, That two staff members be authorized to attend the South Eastern Library Association Conference scheduled to be held in Louisville, Kentucky, on November 10-13, 1982 and that their expenses, not to exceed $300.00, be paid.

Motion carried.

Holiday Closing. The Library Director reported that following the Library's usual policy on Holiday Closing days during the Christmas season would entail the following:

December 24, 1982 - Closed
December 25, 1982 - Closed
December 31, 1982 - Close at 5:00 p. m.
January 1, 1983 - Closed

He said that he recommended that the Library would close on Sunday, December 26, 1982 because of staff scheduling problems and low circulation based on previous years' "Sunday-after-Christmas" experience.

Approved: KCPL Board of Directors, November 3, 1982

Kanawha County Public Library

GUARD/RESERVE LEAVE OF ABSENCE STATEMENT

Effective: November 1, 1982

It is the intent of Kanawha County Public Library to comply fully with West Virginia State law with regard to employees who are members of the West Virginia National Guard or of a Military Reserve Unit of the United States armed services.

Any full-time, permanent employee of Kanawha County Public Library who is a member of the national guard or any military reserve unit of the United States armed services, shall be entitled to leave of absence without loss of pay or loss of Vacation Time Earned on the days during which he/she shall be engaged in drills, parades or other military service duty, during Library business hours ordered by proper authority, or for field training or active service of the state of West Virginia for not more than thirty (30) working days in any fiscal year. Such benefits shall not accrue to individuals ordered to duty by the President of the United States.

To qualify for these benefits, a participating employee must turn in an appropriate form, signed by the commanding officer of the employee's Guard or Reserve unit, affirming that the employee was ordered to serve on the day(s) for which paid leave from the Library is claimed and, further, that the employee did so serve. The form is to be turned into the Library's Administrative Office within one (1) calendar week after the claimed date.

Participating employees must provide a six-month schedule of anticipated drill dates on January 1 and July 1 of each year. This will help the Department/Branch Head schedule the employee's work time to avoid conflict with anticipated drill dates.

Employees are required to return to their work headquarters upon completion of their military duty on a military leave day if such military duty, including travel time from the military duty site to work headquarters, takes less than six (6) hours.

Guard/Reserve military service of more than six (6) hours in an employee's scheduled work day will not earn more than one (1) day of paid military leave; Guard/Reserve military service greater than five (5) days in any consecutive 7-day period will not earn more than five (5) days paid military leave. Guard/Reserve military service on a legal holiday earns only the paid holiday to which the employee is already entitled. Guard/Reserve service will not earn overtime or compensatory time.

After discussion, upon motion of Mrs. Smith, seconded by Dr. Hairston, it was unanimously

RESOLVED, That the Kanawha County Public Library be closed on the following days during the 1982 Christmas season:

Friday, December 24, 1982
Saturday, December 25, 1982
Sunday, December 26, 1982
Saturday, January 1, 1983

Motion carried.

Glasgow Branch Library. The Library Director outlined an informal proposal put forward by "Peck" Tucker, Mayor of Glasgow, involving physical expansion of the Glasgow Library. Mayor Tucker would like to see the addition of 150 square feet to the present 700 square foot room by removing the interior walls of a small adjoining office and incorporating it into the present room. The Town of Glasgow would undertake the construction work and the cost of additional shelving and furniture, to be selected by us. They indicated a willingness to pay for the difference if total cost exceeds their budgeted $2,865.00 contribution for 1982/1983 or to pay us the differece between $2,865.00 and actual cost if the actual cost is lower. This would be a "one-shot deal" with subsequent annual contributions in cash.

The Library Director commented that he, the Head of Extension and our staff at the Glasgow Branch all felt that the additional space was needed and would be put to good use.

After extensive discussion, the President ordered the matter referred to the Building and Grounds Committee for its recommendation.

Membership Fees. Dr. Wallace reminded the Library Board Members that their American Library Association and West Virginia Library Association membership fees were paid by the Library.

Approval of General and Book Bills. The Library Director submitted Book Bills List No. 305 ($24,642.86) and General Bills List No. 305 ($25,032.38) duly certified and approved in accordance with the Bylaws, and on motion by Dr. Hairston, seconded by Mr. Fisher, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 303 ($521.34) duly certified and approved in accordance with the Bylaws and on motion by Dr. Hairston, seconded by Mrs. Gallian, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 8, 1982

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on December 8, 1982 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Dr. Bannerot
Mrs. Gallian
Dr. Hairston
Mr. Kauffelt
Mrs. Rugeley
Mr. Santrock

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director, Miss Lorena Ammar, Administrative Assistant, Mrs. Chelya Crouser, President, Elk Valley Library Board of Directors and Miss Linda Hill, Branch Librarian, Elk Valley Library.

Dr. Wallace, President, presided. The Assistant Director served as Secretary. The Secretary reported that a quorum was present.

The President welcomed Mrs. Crouser and Miss Hill.

Correspondence. The Library Director reported that the Library was in receipt of a letter from The Humanities Foundation of West Virginia dated November 29, 1982. It reads as follows:

"Mr. Nicholas Winowich
Executive Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Nick:

"At the recent meeting of the National Federation of State Humanities Councils, William Bennett, the Chairman of the National Endowment for the Humanities, gave the Kanawha County Public Library a very high compliment. Dr. Bennett was the featured speaker at a plenary session of the meeting. In his presentation he discussed excellence in humanities projects funded by state programs. To demonstrate what he meant by excellence he described six or seven exemplary projects including "Biography, Men, Women and Ideas", sponsored by the Kanawha County Public Library and directed by Ms. June Martin. Dr. Bennett pointed to the high quality of humanities resource persons, the interaction between resource persons and the large audience, and the relation of the programs to the library's collection of biographies.

"I know I speak for the Board and staff of the Foundation in congratulating you, Ms. Martin, and all who were responsible for the project. Its recognition was an honor not only for the Kanawha County Public Library but for the Foundation as well.

"Sincerely,

/s/ Charles
Charles H. Daugherty
Executive Director

"CHD:bhd"

Dr. Wallace and the Library Director expressed satisfaction on the excellent work done by the Library staff on the Humanities Program.

The Library Director also reported that the Library was in receipt of a letter from Mr. Gary G. Markham, attorney with the Law Firm of Bowles, McDavid, Graff and Love, dated November 11, 1982 regarding the A. Guy Stone Memorial Library Gift. It reads as follows:

"Mr. Nicholas Winowich
Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Nick:

"Re: A. Guy Stone - Memorial Gift

"At its meeting last evening, the firm resolved to make a gift to the library for books, audio cassettes and magnification devices primarily for the use of the visually handicapped, in accordance with your Proposal II. We propose to fund it in the year 1983 with an outright gift to the library for this purpose of $1,000 and the establishment of a trust fund with the Greater Kanawha Valley Foundation in the amount of $5,000, the income from which would be used to annually purchase suitable materials for the library.

"The strong consensus of the firm members was that this was a particularly appropriate gift in light of the fact that Mr. Stone was visually handicapped. This idea is also appealing because of its permanent nature.

"I look forward to working with you after the turn of the year on the "A. Guy Stone Memorial Library" gift.

"Sincerely,

/s/ Gary
Gary G. Markham

"GGM/pw"

The Library Director said that Large Type Books will be purchased with the $1,000.00 outright gift and that the income from the Trust Fund would be used similarly. He remarked that Mr. Stone read Large Type Books.

The Library Director stated that the Library was in receipt of a letter from the West Virginia Library Commission dated November 30, 1982 stating that Governor Rockefeller had imposed a freeze on state spending and reduced the state budget by 3%. This cut will reduce our Grant-In-Aid allotment by $0.10 per capita, from $2.52 to $2.42, for a total revenue loss of $21,544.00. All of the reduction would be made in the third quarter by payment to be received in January, 1983.

The Director pointed out that no reductions in the Expense Budget need be made at this time, except for adjustments for Clendenin and Nitro, because of the cash position created by (1) the unanticipated and unbudgeted West Virginia Library Commission Special Grant for hospitalization in the amount of $28,176, (2) the present unallocated Balance budget item of $15,008 and (3) the interest income account was underestimated.

The minutes of the November 3, 1982 meeting were approved.

Report of the President. Dr. Wallace reported that the Library Director and he made visits to the branch libraries. He said that we felt welcomed at all the libraries. He made the following comments:

1. Libraries were well used.
2. Young people working on term papers.
3. The branch librarians were happy and pleased that we visited them.
4. We made some observations ourselves. Such as the walk way at the St. Albans Branch Library.
5. Sissonville Library have a new arrangement of their furniture.

Dr. Wallace said in line with our practice this year of having the library come to us and telling us of their particular problems the visits were very helpful and he learned a great deal.

Dr. Wallace introduced Mrs. Chelya Crouser, President of the Elk Valley Library Board, and Miss Linda Hill, Branch Librarian of the Elk Valley Library.

Mrs. Crouser and Miss Hill each gave a summary of Elk Valley Branch Library and concerns. Their summaries included:

1. The successful Open House held July 15, 1982 which was attended by about 60 people.

2. The Book Sale, held September 17-18, 1982, which raised about $850 thanks, in part, to a nice write-up in the Metro North supplement to the local papers.

3. The quality Ray Harm bird prints now gracing the walls which have been donated by patrons in memory/honor of their families and friends.

4. Planning for the annual fund solicitation drive to raise money for this year's $3,500 contribution.

5. Christmas decoration efforts.

6. A brief history of the Library which opened with a full-time staff of three. The full-time positions are now held by Linda Hill, Branch Librarian; Nova Casto, Special Clerk, and Shirley Smyth, Junior Clerk.

7. The popular and well-attended pre-school program run by Nova Casto.

Library Director's Monthly Report. In the interests of saving time, no oral report was given by the Library Director. He stated that a report would be prepared and mailed to each Library Board Member.

Reports of Committees.

Building and Grounds Committee. Mr. Santrock and the Library Director reported that a meeting of the Building and Grounds Committee was held at 3:30 p.m. in the Library Board Room prior to the Library Board of Directors Meeting.

The following projects were discussed:

1. Marmet Landscaping. The project has been completed and is very satisfactory. Mr. Carey Levenson completed the job for $590.00. The Town of Marmet, Curtis Sutphin, Mayor, provided labor for the plantings process.

2. St. Albans Branch Library. It was suggested that the slate sidewalk at the main entrance of the Library be removed and replaced with concrete and that a new exterior roof drain at the front of the building be installed to replace the existing "between-the-walls" drain. The Director said that grouting separating the sidewalk slate pieces has gone bad and would have to be replaced. Because the slate gets slippery in wet weather, it was felt that replacing the slate with concrete, at about the same cost, would be more satisfactory. The exterior drain would replace the present drain which has given much trouble over many years.

   Upon motion of Mr. Santrock, seconded by Mr. Kauffelt, it was unanimously

   RESOLVED, That the Library Director be and is hereby authorized to take bids for the slate removal/concrete repaving/ drain replacement project at the St. Albans Branch Library.

   Motion carried.

3. Mr. Santrock reported that the Library had filed a claim in the amount of $4,216.96 with Aetna Casualty and Surety Company for damage sustained from the burst water main at Capitol and Quarrier Streets on September 22, 1982. An informal report from Aetna indicates that the Library will receive $471.96, being payment for all claims except $3,745.00 for replacement of a portion of the Quarrier Street sidewalk. The insurance carrier has stated that the sidewalk damage is not covered under West Virginia Water Company's policy and that we would have to pursue our claim directly with them.

   Mr. Kauffelt suggested that this be vigorously pursued.

4. The Library Director reported that the Committee recommended that the Glasgow Branch Library be enlarged by approximately 150 square feet at the expense of the Town of Glasgow, as originally proposed by Glasgow's Mayor "Peck" Tucker, subject to the submission of a mutually satisfactory written proposal. The principal elements of the proposal are to be:

a. The Town of Glasgow is to undertake and/or pay for all construction costs and the additional required shelving and furniture even if the total exceeds their budgeted $2,865.00 contribution for 1982/83.

b. The selection of furniture and shelving will be made by Kanawha County Public Library.

c. The Town of Glasgow will pay to Kanawha County Public Library the difference between $2,865 and the actual cost if the actual cost is lower.

d. This "in kind" contribution applied to 1982/83 only. Subsequent annual contributions will be made in cash.

After discussion, upon motion of Mr. Santrock, seconded by Dr. Bannerot, it was unanimously

RESOLVED, That the Kanawha County Public Library approves the enlargement of the Glasgow Branch Library at no cost to Kanawha County Public Library, subject to receipt of a written Proposal from Mayor "Peck" Tucker, substantially conforming to the principal elements outlined above.

The motion carried.

Budget Committee.

Cash Management. In the absence of Mr. Springer, Chairman, Mr. Stern reported that Kanawha County Public Library owns one Certificate of Deposit for $300,000.00 purchased from the Kanawha Banking and Trust Company on December 7, 1982, at 8.00% which will earn $466.67 when it matures on December 14, 1982. A Certificate of Deposit for $347,000.00 will be purchased on December 14, 1982 to mature on December 21, 1982. A Certificate of Deposit for $275,000.00 will be purchased on December 21, 1982 to mature on December 28, 1982. A Certificate of Deposit for $250,000.00 will be purchased on December 28, 1982 to mature on January 4, 1983.

Long Range Planning Process Committee. The Library Director reported that the Long Range Planning Process Committee met November 30, 1982 at 2:00 p.m. in the Library Board Room for the purpose of inviting an Electronic Library Advisor to Charleston to meet with the Library Board, Staff and Automation Committee. The Library Director stated the Committee considered and discussed the employment of Kenneth Dowlin, Director of Pikes Peak Library in Colorado Springs, Colorado as an advisor to the Automation Committee.

After discussion, upon motion of Dr. Hairston, seconded by Dr. Bannerot, it was unanimously

> RESOLVED, That Kenneth E. Dowlin be invited to come to Charleston as an advisor to the Automation Committee at a total cost not to exceed $1,500.00.

Motion carried.

Mrs. Wright, Co-Chairman of the Staff Long Range Planning Committee and Chief, Adult Circulation Department, reported that the Library Director and she had been working on a new name for the staff component to the Library Board Long Range Planning Process Committee. She said that, after serious and considerable discussion, she and the Library Director have selected S E L F (Staff Evaluating Library Future). She also gave a progress report on the Long Range Planning Process Committees for November. It was reported that the subcommittees on Networking, Staff, and System Growth, respectively, had met during November.

A follow up meeting of the Services Committee has been scheduled for January 13, 1983.

The Staff SubCommittee will meet again on January 10, 1983. The Finance SubCommittee has not met as yet.

Mrs. Wright stated that the Library Director, Assistant Library Director, Mr. Steve Crowley and Eugene Fleisher attended a demonstration of the VTLS/HP3000 automated circulation system - the system being "pushed" by the West Virginia Library Commission - at Virginia Polytechnic Institute, Blacksburg, Virginia, on November 22, 1982.

Personnel Committee. Mr. Stern reported for Dr. Bannerot who had to leave the meeting early because of another commitment. He said the position in the Catalog Department held by Mrs. Sandra Dempsey is classified as a Senior Clerk in the Budget. Mrs. Dempsey started in the position on September 13, 1982 as a Junior Clerk. She will have successfully completed her probationary period on December 31, 1982. It was recommended that Mrs. Dempsey be promoted from Junior Clerk to Senior Clerk in the Catalog Department effective January 1, 1983.

After discussion, upon motion of Mr. Kauffelt, seconded by Mr. Santrock, it was unanimously

RESOLVED, That Mrs. Sandra Dempsey be promoted from Junior Clerk to Senior Clerk, step 2, in the Catalog Department effective January 1, 1983 at an annual salary of $9,264.00.

Motion carried.

NEW BUSINESS

American Library Association Midwinter Conference. It was regularly moved, seconded and carried that the following resolution be adopted:

RESOLVED, That the Library Director and the Assistant Director be authorized to attend the American Library Association Conference to be held in San Antonio, Texas, January 8-13, 1983 and that expenses not to exceed $2,200.00 be paid.

Motion carried.

Approval of General and Book Bills. The Library Director submitted Book Bills List No. 306 ($62,556.31) and General Bills List No. 306 ($18,512.99) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Rugeley, seconded by Dr. Hairston, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 304 ($549.17) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Rugeley, seconded by Mr. Kauffelt and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 5, 1983

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on January 5, 1983 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Mrs. Anderson
Dr. Bannerot
Mr. Cheshire
Mr. Fisher
Mrs. Glasser
Dr. Hairston
Mr. Kauffelt

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

In the absence of Dr. Wallace, President, Mrs. Smith, First Vice-President, presided. The Assistant Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the December 8, 1982 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities for the month of December, 1982. Included were the following:

1. I am pleased and proud to announce the receipt of several generous gifts made to Kanawha County Public Library during December, 1982. They are:

1.	John V. Ray Trust	$ 600.90
2.	Bernard H. & Blanche E. Jacobson Foundation	1,000.00
3.	Steele A. Hawkins, Jr. Trust	1,966.80

2. St. Albans Branch Library Board and Staff are excited about and planning for its 20th Anniversary celebration to be held on Tuesday, March 1, 1983. Mrs. Lyndon B. Johnson, wife of then Vice President of the United States, on a rainy and cold morning in 1963, participated in groundbreaking ceremonies by turning the first spade full of earth. Mrs. Clara H. Hampton was the first branch librarian.

3. Mr. Jack Kelly, Adult Circulation Librarian and a good actor, served as Santa Claus on the occasion of a special Christmas party held at the Kanawha County Jail Library on Thursday, December 16, 1982 for the benefit of the inmate population and their families. The event was a success because of the involvement of authorities, Library's Homebound Services Department and friends. Refreshments, provided by churches and individuals, were served. Kelly also visited branch libraries and told stories.

4. Elk Valley Branch Library has added three new members to their Library Board. They are:

    1. Gary Ellis

        Served previously on Library Boards at Clendenin and Kanawha County Public Library

    2. Mrs. Sherman Vealey

        Teacher

    3. Mrs. Phyllis Yost

        Formerly secretary to Governors Smith and Moore

Book Committee. Mr. Kauffelt reported that the Book Committee will meet on Friday, January 21, 1983. He added that he and the Library Director had met to discuss, in a general way, a thorough review of the Book Selection Policy which was last reviewed and amended by the Board in 1974. It was fortuitous, Mr. Kauffelt concluded, that the recent flurry of publicity about discarded books occurred at the same time that this overall review of policy is in progress.

The Assistant Director, commenting on the "discarded books" publicity, stated that he had observed a mixed reaction to the articles from people he

had talked to. From the responses he had received, he sensed that the public has no serious objection to books being withdrawn from the collection but did wonder why withdrawn items couldn't be made available for "picking over" by appropriate groups.

The Assistant Director then briefly reviewed the major reasons why books are withdrawn: physical damage and/or excessive wear (especially applicable to children's books), outdated materials (especially applicable to technical/scientific materials) and extra copies of former "best sellers." He added that the Library receives about 15,000 gift books per year. About 10% of them are added to the collection. The balance are made available for book sales held for the benefit of the Library system and/or are sent to the West Virginia Library Commission which, in turn makes them available to other libraries in the State. In addition to this give-away program, discarded newspapers and magazines are turned over to the Citizen's Recycling Council, Inc.

Budget Committee.

Cash Management. In the absence of Mr. Springer, Chairman, Mr. Stern reported that Kanawha County Public Library owns one Certificate of Deposit for $135,000.00 purchased from the National Bank of Commerce on January 4, 1983, at 8.25% which will earn $213.60 when it matures on January 11, 1983. A Certificate of Deposit for $230,000.00 will be purchased on January 11, 1983 to mature on January 18, 1983. A Certificate of Deposit for $275,000.00 will be purchased on January 18, 1983 to mature on January 25, 1983. A Certificate of Deposit for $420,000.00 will be purchased on January 25, 1983 to mature on February 1, 1983. A Certificate of Deposit for $315,000.00 will be purchased on February 1, 1983 to mature on February 8, 1983.

Budget 1983/1984. In the absence of Mr. Springer, Chairman, Mr. Stern gave a progress report on the plans for the 1983/1984 Budget. Mr. Stern reported that Mr. Springer, Dr. Wallace, the Library Director and he had met again since the last Board meeting to discuss the Budget. He said that a tentative budget document for 1983/1984 has been put together that reflected the following guidelines:

1. Full money appropriation to be requested of the "levying authorities."
2. Modest salary increases.
3. Modest book budget increases.

There was some discussion.

Audit Report Fiscal Year 1981/1982. In the absence of Mr. Springer, Chairman, the Library Director reported that the annual audit of cash receipts and disbursements for the fiscal year ended June 30, 1982, was received January 5, 1983 from Arnett and Foster, Certified Public Accountants. Copies of the audited Financial Report and accompanying Management Letter were distributed to each board member present.

The Library Director then briefly summarized the Management Letter recommendations and the Library's future action in response:

> Purchasing and Receiving of Books and Library Materials. The auditors have stated that "Internal control over purchases and cash disbursements is most effective when there is a clear separation of duties between the purchasing, receiving and approval for payment functions." They recommended "...that someone independent of the ordering function should be responsible for receiving materials purchased." The Library Director reported that the Assistant Library Director, Miss Ammar and he had met with the auditors to change this procedure. The auditors stated in their Management Letter that "We understood that the Library will implement procedures in 1983 which will correct this weakness and strengthen internal accounting control." The Library Director stated that the same procedures that apply to the payroll functions be used in the ordering and receiving functions.

Accounting Manual. The Management Letter stated "We have observed progress being made toward the development of an accounting manual." The Library Director reported that the Accounting Manual is about completed.

The Assistant Library Director spoke on the financial report of the audit as submitted by the Auditors. He pointed out that total receipts exceeded total expenditures by $68,935 and that $50,000 had, by Board action, been set aside for Automation.

There was some discussion. Afterwards, it was said that the documents be received and referred to the Budget Committee for review. The Budget Committee will make recommendations at the February Library Board meeting.

The advisability of periodic audits of the Special Funds deposited in the Kanawha County Public Library Finance Committee account at the Kanawha Valley Bank was raised. After discussion, upon motion of Mr. Cheshire, seconded by Mr. Kauffelt, it was unanimously

RESOLVED, That the matter of Special Funds to be audited be referred to the Budget Committee.

Motion carried.

Insurance Committee.

Mandolidis Coverage. In the absence of Mr. Smith, Chairman, Mr. Stern reported on "Mandolidis" Coverage for the Library. He said that the Library has added an endorsement with its carrier, Buckeye Union, to give the Library coverage if an employee sues the Library over and above Workmen's Compensation.

American Library Association Group Hospital Insurance. In response to an earlier suggestion by Mr. Kuhns, Mr. Stern distributed descriptive brochures on four different group hospital/surgical/income protection insurance coverages available, at attractive rates, to Library Board Members through the American Library Association. He said that he was bringing this

to the attention of Board Members only as a matter of information and, further, that a complete set of the brochures would be sent to each Library Board Member as soon as the material has been received from the American Library Association.

NEW BUSINESS

Approval of General and Book Bills. The Library Director submitted Book Bills List No. 307 ($17,911.50) and General Bills List No. 307 ($36,884.64) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Glasser, seconded by Dr. Bannerot, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 305 ($644.45) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Glasser, seconded by Mrs. Anderson and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

Helen F. Smith
First Vice-President

Joel Stern
Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 9, 1983

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on February 9, 1983 at 3:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Dr. Bannerot
Mr. Fisher
Mrs. Gallian
Mrs. Glasser
Mr. Kuhns
Mr. Ray
Mr. Santrock
Mrs. Smith
Mr. Springer

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

Dr. Wallace, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the January 5, 1983 meeting were approved.

Correspondence. The Library Director reported that the Library was in receipt of a letter dated January 24, 1983 from Mr. Robert E. Peele and Mr. Manhar A. Patel of Union Carbide Corporation stating that the Technical Center Industrial Hygiene group had conducted an air monitoring survey of the fifth floor and the lower level of the library for asbestos. The results of their monitoring reveal a level of asbestos in the air far below the recognized OSHA standard of two fibers per cc of air. Their report recommended that the pertinent fifth floor space not be used for storing of

furniture, carpets, etc., and that wet mop procedures be followed in the cleaning of floors and equipment in "asbestos areas." There was discussion. Afterwards, it was ordered that the letter be filed with the minutes of the meeting.

Report of the President. Dr. Wallace reported that two meetings had been held recently in connection with the recommendation by the "Recht Panel" that the legislative acts, which mandate funding support to seven West Virginia county libraries, including Kanawha County, be repealed. He reported that a January 27, 1983 meeting with Mr. Robert Kittle, Superintendent, Kanawha County Schools, was attended by Dr. Wallace, Mr. Springer, Mr. Winowich and Mr. Stern and the meeting held on March 4, 1983 with Dr. Roy Truby and Mr. James Smith of the West Virginia State Department of Education was attended by Dr. Wallace, Mrs. Smith and Mr. Winowich.

Dr. Wallace reported that Mr. Kittle was in agreement with the Library's opposition to the repeal recommendation. Dr. Wallace reported, also, that Dr. Truby would not support the repeal proposal unless and until an acceptable library funding alternative could be found. It seemed to be the general feeling, Dr. Wallace concluded, that not many of the "Recht Panel's" recommendations would come up in the current session of the Legislature.

After further discussion, Mr. Springer volunteered to discuss the repeal and alternate funding proposals with Mr. James P. Clark, President, West Virginia Board of Education. The Library Director was asked to keep a close watch on legislative education committee developments through Dr. Harry Stansbury, Secretary, West Virginia Association of School Administrators.

Library Director's Monthly Report. In the interests of saving time, no oral report was given by the Library Director.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Springer, Chairman, reported that Kanawha County Public Library owns one Certificate of Deposit for $325,000.00 purchased from the Kanawha Valley Bank on February 8, 1983, at 8.01%, maturing February 15, 1983. A Certificate of Deposit for $390,000.00 will be purchased on February 15, 1983 to mature on February 22, 1983. A Certificate of Deposit for $410,000.00 will be purchased on February 22, 1983 to mature on March 1, 1983. A Certificate of Deposit for $300,000.00 will be purchased on March 1, 1983 to mature on March 8, 1983.

Budget for Fiscal Year 1983/1984. Mr. Springer, Chairman, reported that the Budget Committee had met twice on January 25, 1983 and again on February 3, 1983 to study and consider the proposed Budget for fiscal year 1983/1984. He stated that the Budget Committee had considered the following:

1. Whether to ask for the full amount possible from the levying authorities. The recommendation is not to do so for 1983/1984.

2. The suitability of the proposed budget's individual salary increases of about 3%. Given general economic conditions, the Committee deemed them suitable.

3. Whether, in view of the rapidly increasing cost of the State major surgical/hospital insurance coverage, another insurance carrier be considered and/or should this coverage be put on a partial contributory basis. The Committee recommended that the 1983/1984 Budget line item assume continuation of the State plan and that the administrative officers continue their investigation of alternatives.

Mr. Stern presented a detailed analysis of the budget document for fiscal year 1983/1984. He stated that less State Grant-In-Aid was being budgeted in view of the uncertainities about legislative appropriations.

He also spoke on the increase in books, fringe benefits and several other items. There was some discussion.

The Library Director, Assistant Director and Miss Ammar were then excused from the meeting. Upon their return, Mr. Springer moved, Mrs. Smith seconded, that the Budget for fiscal year 1983/1984 be adopted. A vote was taken and the motion carried.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Commission of Kanawha County.

Mr. Springer moved that the following resolution be adopted:

> RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1983, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,
>
> RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,
>
> RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mrs. Smith, and upon a vote being taken, the motion carried unanimously.

Mr. Springer moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1983, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mrs. Smith, and upon a vote being taken, the motion carried unanimously.

Mr. Springer moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1983, which has been approved and adopted by the Library Board, be transmitted to the County Commission of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mrs. Smith, and upon a vote being taken, the motion carried unanimously.

Building and Grounds Committee. Mr. Santrock and the Library Director reported on several projects that were considered by the Building and Grounds Committee. They are:

1. Furniture and Manual Typewriters. The Library Director reported that he had reached a tentative understanding with Mr. Dennis Davis, Assistant Superintendent, Kanawha County Schools, about providing some broken furniture and some "ancient" manual typewriters for repair by the schools' vocational students. In consideration for the work done at no cost to the Library, some of the furniture and typewriters would be kept by Kanawha County Schools and the repaired balance would be returned to us.

   After discussion, upon motion by Mr. Ray, seconded by Mr. Santrock, it was unanimously

   RESOLVED, That the Library Director be and is hereby authorized to give certain pieces of broken furniture and old manual typewriters to Kanawha County Schools.

   Motion carried.

2. Quarrier Street Curb. After some negotiating, the West Virginia Water Company has agreed to replace about thirty (30) feet of new curbing on Quarrier Street to eliminate the tripping hazard created by the breaking of three concrete sidewalk slabs as a result of the September 1982 burst water main.

3. St. Albans Branch Library. The paving project at the main entrance will be postponed until late Spring or early Summer.

Glasgow Branch Library. The Library Director reported that an agreement on expanding facilities at the Glasgow Branch Library was completed recently.

The agreement is included in Mayor Tucker's letter received on February 2, 1983 which reads as follows:

Dear Mr. Winowich:

This will confirm our recent conversation regarding a small construction project ("the project") at the Glasgow Branch Library and your request that it be submitted in writing for consideration by the Library Board of Directors, Kanawha County Public Library ("the Library").

The Town Council of Glasgow and I as Mayor respectfully submit to the Library the following proposal:

(1) That the present space occupied by the Glasgow Branch Library containing approximately 700 square feet will be enlarged by nearly 150 square feet.

(2) That the project will be done by removing and relocating two interior walls of the Mayor's office.

(3) That the cost of all construction, shelving, furniture, carpeting and equipment will be paid by the Town of Glasgow ("the Town").

(4) That all shelving, furniture, carpeting, and equipment will be of the same quality as existing and will be selected by the Library.

(5) That the Town has agreed to contribute $2,865.00 for fiscal year 1982-1983 to the support of the operation of the Glasgow Branch Library.

(6) That the Town will expend such amount for completion of the project, and all costs of the project in excess of such amount will be paid by the Town.

(7) That if the total cost of the project is less than such amount, the Town will remit the difference to the Library before June 30, 1983.

(8) That the Town will continue to provide, at no cost to the Library, all janitorial services, building supplies and maintenance, contents and liability insurance, and utilities (electricity, gas, water and sewerage) necessary or required for the Glasgow Branch Library.

(9) That notwithstanding any of the foregoing provisions, Library, in its sole discretion, shall determine how long to continue the operation of the Glasgow Branch Library.

Respectfully Submitted

Municipality of Glasgow

By: P. F. Tucker
Its Mayor

There was some discussion.

UNFINISHED BUSINESS

Word Processor. The Assistant Director reported that all computer vendors listed in Yellow Pages of the Charleston Telephone Directory would be sent our word processing Proposal requirements, as prepared by Mr. Mike Slater, Kanawha County Schools, who is our paid consultant for procurement of this equipment. Mr. Stern stated that legal ads, inviting Proposals, would appear in the local papers on February 18, 1983 and February 25, 1983. The Assistant Director explained that this unfamiliar Request For Proposal (RFP) approach to competitive bidding was the usual approach for "high tech" purchasing by the State of West Virginia as well as Kanawha County Schools and had been reviewed with Mr. Ray.

NEW BUSINESS

Library Board Membership. The President reported that Library Board Membership terms of Dr. Hairston, Mr. Kauffelt and Mrs. Rugeley were scheduled to expire on June 30, 1983. He appointed a Library Board Membership Committee to consider and recommend nominations for the Library Board of Directors. Committee members are:

Mrs. Smith, Chair
Mrs. Glasser
Mr. Santrock

Approval of General and Book Bills. The Library Director submitted Book Bills List No. 308 ($20,036.59) and General Bills List No. 308 ($24,572.42) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Springer, seconded by Mrs. Gallian, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 306 ($615.69) duly certified and approved in accordance with the Bylaws and on motion by Mr. Springer, seconded by Mrs. Gallian and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

KANAWHA COUNTY PUBLIC LIBRARY
CHARLESTON, WEST VIRGINIA

JAN 25 1983

UNION CARBIDE

TECHNICAL CENTER

UNION CARBIDE CORPORATION

P.O. BOX 8361, SOUTH CHARLESTON, W. VA. 25303

gineering & Hydrocarbons Division

RECEIVED

January 24, 1983

Mr. Nicholas Winowich
Library Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

Dear Mr. Winowich:

On December 16, 1982, the Technical Center Industrial Hygiene group conducted the area air monitoring survey for asbestos which we agreed upon for the Kanawha County Public Library located on Capitol Street, Charleston, West Virginia.

Atmospheric samples for asbestos were collected in the attic and in the basement of the building to determine if existing asbestos insulation, applied to the ceiling sometime in the past by spraying, is creating any potential exposure hazard to employees working in the area. Determination of asbestos concentration in the air was conducted by following the recommended NIOSH procedure using Phase Contrast Microscopy.

Results of our air monitoring effort are shown in the attachment where all samples reveal a level of asbestos in the air which is far below the recognized OSHA standard of 2 fibers per cc of air.

Although ambient air levels of asbestos were found to be below the OSHA standard, we feel that a possibility might exist whereby asbestos fibers could become airborne -- assuming normal activity in areas where asbestos dust has been deposited. This may happen in two ways; one, when moving the stored items in and out of the attic and two, when cleaning the floor and equipment surfaces by using dry methods such as dusting and sweeping.

We recommend that the attic space not be utilized for storing of furniture, carpets, etc., and that the cleaning of floors and equipment surfaces be done by wet moping procedures.

If we can be of any further help in this matter, please feel free to give us a call.

Very truly yours,

Manhar A. Patel

Manhar A. Patel

Robert E. Peele

Robert E. Peele

MAP/sc

Attachment

cc: Mr. H. L. Robinson
Mr. D. F. Springer

AREA ASBESTOS MONITORING

KANAWHA COUNTY LIBRARY (CHARLESTON)

December 16, 1982

	Location	Sampling Time minutes	Concentration fibers/cc
1.	Elevator Machine Room in the attic	228	.006
2.	Mechanical Room at the air foil bladed fan	230	.003
3.	Mechanical Room in attic east end	232	0
4.	Basement west end (Summer Street) on Kohler Electric Plant	222	.003
5.	Basement east end at the end of railing	222	.009

ION
BIDE

INTERNAL CORRESPONDENCE

CALS AND PLASTICS • P. O. BOX 8361, SOUTH CHARLESTON, WEST VIRGINIA 25303

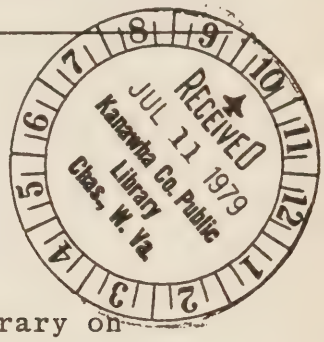
Mr. D. F. Springer
Building 791-47

Date July 6, 1979

Originating Dept. Technical Center IH/EP

Mr. H. L. Robinson

Subject Asbestos Monitoring
Kanawha County Public Library
Charleston, WV



Dear Mr. Springer:

Results of monitoring for asbestos in the main library on Capitol Street on June 22, 1979 are:

	Asbestos Fibers/cc of Air
Fifth Floor Mechanical Room	<0.1/0.35
Lower Level Mechanical Room	<0.1/0.73

All four samples were collected over three-hour periods at about five feet above floor level just under abraded ceiling areas. Determinations of asbestos followed the NIOSH method using Phase Contrast Microscopy. The OSHA asbestos standard is 2 fibers/cc of air.

Very truly yours,

George

G. F. Hurley, Technical
Center Industrial Hygienist

GFH/sc

BUDGET 1983/1984
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING AND MAINTENANCE EXPENSES

Salaries

Librarians	$ 538,967
Clericals	682,040
	$1,221,007

Library Materials

Binding	$ 5,766
Books (incl. Freight In)	211,854
Audio-Visual	17,579
Periodicals	34,801
	$ 270,000

Other Expenses

Salaries - Building	$ 86,403
Social Security	89,400
Health Insurance	115,000
Supplemental Personnel Costs	25,300
SubTotal-Other Personnel Costs	$ 316,103
Building Supplies	5,500
Furniture and Equipment	15,000
Comprehensive Insurance	18,500
Miscellaneous	8,150
Office and Library Supplies	42,000
Processing Costs	29,500
Repairs and Maintenance	21,000
Service Contracts	34,600
Travel	4,500
Utilities	102,200
Vehicles - Operating and Maintenance	13,000
Planning Project	3,500
Unallocated	1
	$ 613,554

TOTAL OPERATING EXPENSES	$2,104,561
OTHER CAPITAL SUPPORT	
Automation Project	26,775
TOTAL BUDGET-KCPL	$2,131,336
OTHER LIBRARIES	
Nitro and Clendenin	17,752
GRAND TOTAL	$2,149,088

ther Income		
Cross Lanes	$ 2,500	
Dunbar	15,000	
Elk Valley	3,500	
Glasgow	3,109	
Marmet	3,048	
St. Albans	20,367	
Sissonville	5,508	
Miscellaneous	38,627	
Interest	16,000	
State Grant-In-Aid	471,826	
TOTAL - OTHER INCOME	$ 579,485	
ppropriated Funds		
Board of Education	$ 677,496	
County Commission	677,496	
City of Charleston	214,611	
TOTAL - APPROPRIATED FUNDS	$1,569,603	
RAND TOTAL		$2,149,088

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - LIBRARIANS

osition	Employee	Monthly Salary	Annual Salary
nildren's Librarian	Teresa Tower	$1,188	$14,256
xtension Librarian	Vicky Crosson	1,188	14,256
omebound Librarian	Sara Thompson	1,242	14,904
eference Librarian	Sylvia Newman	1,299	15,588
irculation Librarian	Deborah Loeding	1,299	15,588
ranch Librarian, Cross Lanes	Margaret Karkos	1,299	15,588
ranch Librarian, Clendenin	Jean Andrews	1,302	15,624
ranch Librarian, Glasgow/Marmet	Anna Parker	1,302	15,624
ranch Librarian, Sissonville	Daisy Stemple	1,302	15,624
irculation Librarian	Eugene Fleisher	1,358	16,296
xtension Librarian	Lois Leasure	1,358	16,296
ranch Librarian, Elk Valley	Linda Hill	1,417	17,004
hildren's Librarian, Branch, SA	Joellen Risacher	1,420	17,040
irculation Librarian	John Kelly	1,420	17,040
irculation Librarian	Zetta Walker	1,485	17,820
eference Librarian	Gretchen Schwinger	1,584	19,008
rocessing Librarian	Claudia Benton	1,584	19,008
ranch Librarian, Dunbar	Stephen Crowley	1,619	19,428
hief, Children's Librarian	Kathleen Whalin	1,619	19,428
eference Librarian	Frances Gerard	1,646	19,752
hief, Circulation Librarian	Sara Sue Wright	1,687	20,244
ranch Librarian, St. Albans	Marguerite Palmer	1,693	20,316
hief, Reference Librarian	June Martin	1,761	21,132

SALARIES - LIBRARIANS

osition	Employee	Monthly Salary	Annual Salary
nief, Processing Librarian	Ruth Figgatt	$1,955	$23,460
nief, Extension Librarian	Jo Ellen Flagg	2,097	25,164
ssistant Director	Joel Stern	2,583	30,996
irector	Nicholas Winowich	3,452	41,424
SUB-TOTAL			$517,908
OURLY			
ubstitutes			14,936
unday Service			6,123
SUB-TOTAL			$21,059
RAND TOTAL			$538,967

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - CLERICALS

Position	Employee	Monthly Salary	Annual Salary
nior Clerk, Sissonville	Darline Burdette	$ 704	$ 8,448
nior Clerk, Extension	Susan Scott	704	8,448
nior Clerk, Cross Lanes	Diana Carter	736	8,832
nior Clerk, Processing	Dora Skeens	736	8,832
nior Clerk, St. Albans	Cathie Jensen	770	9,240
nior Clerk, Extension	Linda Irving	770	9,240
enior Clerk, Processing	Sandra Dempsey	796	9,552
nior Clerk, Dunbar	Wanda Good	805	9,660
nior Clerk, Dunbar	Rosalind Reid	805	9,660
nior Clerk, Dunbar	Shirley Williams	805	9,660
nior Clerk, Extension	Sonjia Fleck	805	9,660
nior Clerk, Processing	Sharon Megginson	805	9,660
nior Clerk, Circulation	Karen Frazier	805	9,660
nior Clerk, Circulation	Angela Harper	805	9,660
nior Clerk, Elk Valley	Shirley Smyth	842	10,104
nior Clerk, St. Albans	Barbara Riley	842	10,104
nior Clerk, Children's	Mary Burgess	842	10,104
nior Clerk, Administration	Alfreda Jackson	842	10,104
nior Clerk, Circulation	Paula McCormick	842	10,104
nior Clerk, Circulation	Jeri Hunt	842	10,104
nior Clerk, Children's	Janice Crawford	842	10,104
nior Clerk, Extension	Phyllis Jordan	842	10,104
nior Clerk, Circulation	Maureen Brown	842	10,104
nior Clerk, Children's	Arbutus Glenn	842	10,104

SALARIES - CLERICALS

osition	Employee	Monthly Salary	Annual Salary
enior Clerk, Processing	Barbara Jackson	$ 851	$10,212
unior Clerk, Extension	Arrietta Burgess	881	10,572
pecial Clerk, Clendenin	Lucy Frazier	900	10,800
unior Clerk, Circulation	William McDowell	901	10,812
unior Clerk, Circulation	J. Edward Topliff	921	11,052
unior Clerk, Extension	Nancy Pennington	921	11,052
unior Clerk, St. Albans	Victoria Cox	939	11,268
pecial Clerk, Marmet	Traletta Wallace	941	11,292
pecial Clerk, Administration	Janet Adams	941	11,292
pecial Clerk, Sissonville	Janie Derrick	941	11,292
unior Clerk, Circulation	Sara Meadows	958	11,496
unior Clerk, Circulation	Mary Jo Jackson	958	11,496
unior Clerk, Extension	Mary Frances Lee	958	11,496
enior Clerk, Processing	Susan Ferguson	995	11,940
enior Clerk, Administration	Mary Penn	995	11,940
enior Clerk, Processing	Vicki Townsend	995	11,940
enior Clerk, Extension	Jay Pauley	1,015	12,180
enior Clerk, Reference	Onnalee Arcuri	1,015	12,180
enior Clerk, Processing	Sandra Trimble	1,015	12,180
pecial Clerk, Glasgow	Maria Farley	1,029	12,348
pecial Clerk, St. Albans	Bridget Herndon	1,076	12,912
pecial Clerk, Cross Lanes	Sandra Sue Copen	1,076	12,912
pecial Clerk, Elk Valley	Nova Casto	1,076	12,912
essenger	Robert F. Henson	1,110	13,320
pecial Clerk, Extension	Franca Martin	1,119	13,428

SALARIES - CLERICALS

osition	Employee	Monthly Salary	Annual Salary
pecial Clerk, Children's	Betty Jane Harper	$1,119	$13,428
pecial Clerk, Circulation	Cortez Johnson	1,119	13,428
inancial Clerk, Administration	Virginia Banning	1,161	13,932
obilibrary Driver	Ronald Finney	1,184	14,208
ibrary Associate, Acquisition	Mae Thomas	1,331	15,972
dmin. Assistant/Office Manager	Lorena Ammar	1,711	20,532
rovision for Promotion of not yet designated Junior Clerk to Special Clerk			912
SUB-TOTAL			$617,988
ourly			
egularly			55,092
unday Service			8,960
SUB-TOTAL			$ 64,052
RAND TOTAL			$682,040

Library Materials

Books

Children's	$ 16,949
Circulation	44,450
Extension	49,075
Reference	30,300
Cross Lanes	8,529
Dunbar	11,713
Elk Valley	9,327
Glasgow	5,737
Marmet	5,867
St. Albans	16,032
Sissonville	7,875
	$205,854
Audio Visual	17,579
Binding	5,766
Periodicals	34,801
Freight In & Jackets	6,000
	$270,000

SALARIES - BUILDING

osition	Employee	Monthly Salary	Annual Salary
ustodian	Spurgeon Hankins	$ 770	$ 9,240
ustodian	Emanuel F. Robinson	805	9,660
ead Custodian	Jimmy Snyder	823	9,876
ustodian	Arthur C. Long	842	10,104
ustodian	James George	939	11,268
uilding Superintendent	James L. Thomas	1,524	18,288
SUB-TOTAL			$68,436
OURLY			
egularly Scheduled (at Branches)			16,723
unday Services			1,244
SUB-TOTAL			$17,967
RAND TOTAL			$86,403

Health Insurance

West Virginia Public Employee Insurance	$105,700
Dental and Eye Care Insurance	9,300
	$115,000

Supplemental Personnel Costs

Workmen's Compensation	
Amount based on all employees at 85¢ per $100	$ 11,100
West Virginia Unemployment: Self-Insurance	5,000
Work Study Program	2,800
Security Officers	5,800
Personal Services Contracting	600
	$ 25,300

Building Supplies

Flourescant tubes and incandescant lamps	$ 1,500
Wax, steel buffing pads, brooms, mops, soap, paper towels, tissues and other items	4,000
	$ 5,500

Furniture and Equipment

Unspecified	$15,000

Comprehensive Insurance

Comprehensive Insurance	$ 18,500

Miscellaneous

Legal advertising	$ 300
Audit	3,800
Refunds on lost books - paid	600
Petty Cash Disbursements	1,000
Membership	900
Interview Expenses	1
Printing	549
Library Programs	1,000
	$ 8,150

Office and Library Supplies

Office Supplies	
Masters, inks, pencils, paper, stationary, printed forms and other supplies	$10,500
Library Supplies	
Catalog cards, book pockets, book cards, mending supplies, identification cards, plastic book bags and other supplies	23,000
Postage	
Postal cards, stamped envelopes and stamps	8,500
	$42,000

Processing Costs

Processing Costs	$29,500

Repairs and Maintenance

General repairs and maintenance	$21,000

Service Contracts

Office Machines	$ 7,000
Library Machines	8,700
Elevators (3)	7,600
Air Conditioning	5,000
Other	1,800
Rentals	4,500
	$34,600

Travel

Director and staff members to attend West Virginia Library Association Fall Meeting in Wheeling	$ 1,000
Director, Assistant Director and two staff Librarians to attend American Library Association annual Summer Meeting in Los Angeles	2,500
Staff Development, Workshops and Seminars	999
Other	1
	$ 4,500

Utilities

Electricity	$ 57,125
Fire Service Fee, Charleston	9,000
Gas	12,550
Sewerage	1,950
Telephone	17,125
Water	4,450
	$102,200

Vehicles - Operating and Maintenance

Gasoline, oil and lubrication for Mobilibrary, truck and station wagon	$ 6,700
Mobilibrary - maintenance	3,300
Other Vehicle - maintenance	3,000
	$13,000

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 9, 1983

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on March 9, 1983 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Dr. Bannerot
Mr. Kuhns
Mr. Ray
Mr. Springer

Also present were Mr. Stern, Assistant Library Director, Miss Lorena Ammar, Administrative Assistant, and Mr. Homer Sweeney, President, St. Albans Branch Library Board of Directors. The Library Director was absent because of illness.

Dr. Wallace, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The President reported that Judge Recht had specifically rejected the "Recht Panel" recommendation, calling for the repeal of the seven pieces of local funding legislation - one of which directly concerns Kanawha County Public Library. The President said that this action by the Judge was triggered in part, at least, by the vigorous action of a number of concerned people throughout the State, including Messrs. Glazer, Beall and Winowich. The President concluded by indicating his satisfaction that this grave threat to the Library's financial stability has been effectively blunted.

The President welcomed Mr. Sweeney.

The President in his introduction of Mr. Homer Sweeney, President of the St. Albans Branch Library Board, mentioned that Mr. Sweeney is on the Automation SubCommittee of the S E L F (Staff Evaluating Library Future) Committee.

Mr. Sweeney gave a brief history of the St. Albans Branch, saying that St. Albans was the first branch in the system, the first library in the County to offer Sunday Service and the first to circulate art reproductions. Mr. Sweeney discussed the activities of the old "Town Fair" and how its successes helped make possible the addition of a second floor, in 1973, to house the Children's Department.

Mr. Sweeney continued with remarks about the Library's 20th anniversary, May 21, 1983. Extensive celebration plans are underway including, it is hoped, an appearance by Governor Rockefeller.

Mr. Sweeney concluded his remarks by regretting the absence, because of illness, of Ms. Peg Palmer, St. Albans Branch Librarian, who had expected to comment on the highlights of current "in-house" library activities.

The minutes of the February 9, 1983 meeting were approved.

Correspondence. The Secretary read the letter written by the Library Director on behalf of the Library Board to Mrs. Anderson extending sympathy in the loss of her husband who passed away on February 8, 1983. He also read a note of acknowledgment dated February 28, 1983 from Mrs. Anderson.

The Secretary reported that the Library was in receipt of a letter dated March 2, 1983 from Gary Markham of the law firm Bowles, McDavid, Graff and Love regarding the A. Guy Stone Memorial Library. It reads as follows:

"Mr. Nicholas Winowich
Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Nick:

Re: A. Guy Stone Memorial Library

"Enclosed is our firm check No. 31099 payable to the Kanawha County Public Library in the amount of $1,000.00 for the establishment of the A. Guy Stone Memorial Library. Concurrently with this gift, we are creating a trust with The Greater Kanawha Valley Foundation and contributing the sum of $5,000.00 to the trust, the income from which will support the purposes of the library for the visually handicapped.

"I would like to speak with you sometime regarding an appropriate plaque for the library identifying this special gift.

"Please call me if you have any questions.

"Sincerely yours,

BOWLES, McDAVID, GRAFF & LOVE

/s/ Gary
Gary G. Markham

"GGM/pw
Enclosure"

Library Director's Monthly Report. In the absence of the Library Director, the Assistant Library Director presented an oral report on the activities for the month of February, 1983. Included were the following:

1. The receipt of a $471.96 check from West Virginia Water Company's insurance carrier plus the anticipated replacement of approximately 30 feet of curbing on Quarrier Street will make the Library whole from damage suffered from the burst water main at Capitol and Quarrier in September, 1982.

2. The presentation of the Library's 1983/1984 Budget to the Kanawha County Commission, March 8, 1983, by Dr. Wallace, Mr. Springer, the Library Director and Assistant Library Director.

3. The receipt of ten vendor responses to our Requests for Proposals for purchase of Word Processing Equipment per legal advertisements and/or written invitations. Mr. Mike Slater, Director of Data Processing, Kanawha County Schools, our paid consultant for this project, will make a specific purchase recommendation based on his evaluations and vendor equipment demonstrations. We hope to bring the matter to the Board for action at its April 6, 1983 meeting.

4. Receipt of 1983 property valuations, dated March 4, 1983, from the County Assessor. The new valuations used by our three levying authorities increased only 3.03%, the smallest percentage increase in 15 years. The maximum amount we can request of the levying authorities has gone up $36,998 as a result of the new valuations.

5. A meeting to discuss the concerns of the Sissonville Board about its requested contribution for 1983/1984 was held, in the office of Mr. Arthur Fisher, March 7, 1983, attended by Mrs. Margie Criser, President, Sissonville Branch Library Board, Mr. Arthur Fisher, member, Library Board of Directors, Kanawha County Public Library, Mrs. Daisy Stemple, Sissonville Branch Librarian, the Library Director and Assistant Library Director. The Sissonville Board indicated its intention of paying its $5,508 1983/1984 commitment in full at the same time expressing concern about its "10% commitment" as compared to the smaller flat amount commitments of Cross Lanes and Elk Valley. A review of branch development with an emphasis on the branch library funding formula, in support of its operation and maintenance, was made to the satisfaction of all persons present. The Library Director proposed that the Finance Committee of S E L F, Joel Stern, Chairman, receive, review, evaluate and submit a statement on branch library funding. Branch board presidents and branch librarians will be fully involved in this process.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Springer, Chairman, reported that Kanawha County Public Library owns one Certificate of Deposit for $350,000.00 purchased from the Kanawha Banking and Trust Company on March 8, 1983, at 8.21%, maturing March 15, 1983. A Certificate of Deposit for $300,000.00

will be purchased on March 15, 1983 to mature on March 22, 1983. A Certificate of Deposit for $300,000.00 will be purchased on March 22, 1983 to mature on March 29, 1983. A Certificate of Deposit for $275,000.00 will be purchased on March 29, 1983 to mature on April 5, 1983.

Audit Report Fiscal Year 1981/1982. Mr. Springer reported that the annual audit of cash receipts and disbursements for the fiscal year ended June 30, 1982 was summarized by the Library Director at the January 5, 1983 Board of Directors Meeting. Mr. Springer recommended that the Audit Report be received and filed.

Upon motion of Mr. Kuhns, seconded by Dr. Bannerot, it was unanimously

RESOLVED, That the Audit Report, which includes a Financial Report with accompanying Management Letter, for fiscal year 1981/1982 be received and filed.

Motion carried.

S E L F (Staff Evaluating Library Future) Committee. Mrs. Sara Sue Wright, Co-Chairperson of S E L F, the Long-Range Planning Committee, gave a progress report. She stated that most of the sub-committees have been very active. Mr. Springer, a member of the Staff Sub-Committee, has volunteered to update the Library's Personnel Policy Manual. The Patron's Sub-Committee is developing a questionnaire to elicit opinions on the library from both users and non-users. The Services Sub-Committee is developing recommendations on possible future patron service specialties such as Information and Referral and special services for the hearing-handicapped. Mrs. Wright concluded by reporting that the Ad Hoc Committee, acting as a kind of steering group for S E L F, would meet on April 21, 1983 to organize the information and the reports to be submitted to the Library Board.

Personnel Committee. Dr. Bannerot, Chairman, reported that two policies have been drafted concerning (1) Gift and Compensation and (2) Consulting Services by Staff members. The central point of the Gift and Compensation Policy: "Paid and/or volunteer staff of the Kanawha County Public Library perform library acts and services for individuals, agencies, and/or institutions as part of their regular job assignments and are not to accept additional compensation of any kind for said acts and services."

The core of the Consulting Services by Kanawha County Public Library Staff Policy: "Paid and/or volunteer staff of the Kanawha County Public Library may perform consulting services at times other than during their official work hours. The staff member involved may or may not receive compensation for such consulting services dependent upon the private arrangements made between said staff member and the program sponsors."

NEW BUSINESS

Resignation. Mr. Springer submitted his resignation as Chairman of the Budget Committee. Mr. Springer said that he has become active as a member of the Staff Sub-Committee of S E L F, (Staff Evaluating Library Future) Committee and had volunteered to work on the very time-demanding job of reorganizing and updating the Library's Personnel Manual. The President accepted his resignation with regret after some warmhearted comments on Mr. Springer's many years of service on the Budget Committee.

Approval of General and Book Bills. The Assistant Library Director submitted Book Bills List No. 309 ($16,674.37) and General Bills List No. 309 ($18,948.18) duly certified and approved in accordance with the

Bylaws, and on motion by Mr. Springer, seconded by Dr. Bannerot, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Assistant Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Assistant Library Director submitted Special Funds List No. 307 ($132.10) duly certified and approved in accordance with the Bylaws and on motion by Mr. Springer, seconded by Mr. Ray and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

Phillip McC. Wallace
President

Joel Stern
Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 6, 1983

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on April 6, 1983 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mrs. Gallian
Mrs. Glasser
Dr. Hairston
Mr. Kauffelt
Mr. Ray
Mr. Santrock
Mrs. Smith

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director, Miss Lorena Ammar, Administrative Assistant, Mrs. Margie Criser, President, Sissonville Branch Library Board of Directors, Mrs. Dora Asay, President, Sissonville Friends of the Library, Inc., and Mrs. Daisy Stemple, Branch Librarian.

Dr. Wallace, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The President welcomed Mrs. Criser, Mrs. Asay and Mrs. Stemple.

The Library Director introduced Mrs. Stemple who then introduced Mrs. Criser. Mrs. Stemple, Mrs. Criser and Mrs. Asay each spoke on different aspects of Sissonville Branch Library's activities and concerns:

1. Mrs. Criser spoke of the Library's official opening in 1980, its growth since then and its governance by a 14-member Advisory Board.

2. Mrs. Asay discussed the Sissonville Friends of the Library, a tax-exempt organization chartered by the State, whose activities focus on raising the annual "10% local share,"

including its annual Fourth of July celebration. It was pointed out that Sissonville has the only organized, active Friends group in the Kanawha County Public Library system.

3. Mrs. Stemple, after distributing Circulation and Registration statistical charts showing steady growth, described different areas of library service including films, puppet shows, story telling, pet shows, Young Adult materials, visits to schools and nursing homes and the annual tree lighting ceremony.

After discussion, the Sissonville group remained for the meeting of the Library Board.

The minutes of the March 9, 1983 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities for the month of March, 1983. Included were the following:

1. The School Service Rate on electricity, for educational institutions including Kanawha County Public Library, was eliminated by order of the Public Service Commission effective February 5, 1983. New rates become effective March 1, 1983 and are expected to be as much as 30%/40% higher. This translates to an additional annual cost of approximately $10,000.

2. Dunbar Branch Library will observe its Fifth Anniversary on Thursday, April 21, 1983 at 7:30 p.m. with a special performance by the Charleston Symphony String Quartet. The Arts-in-the-Community program is partially funded by a grant from West Virginia Department of Culture and History, Arts and Humanities.

3. The Glasgow Branch Library construction project to enlarge, furnish and equip present library space has begun. Two interior walls have been removed. Additional shelving was delivered. Other items are expected to be received soon.

4. Mr. Kenneth Dowlin, Library Director, Pikes Peak Library District, Colorado Springs, Colorado will make a working visit to Kanawha County Public Library beginning Wednesday, April 20, 1983. Mr. Dowlin will meet with Members, Library Boards, staff, community representatives and members, S E L F (Staff Evaluating Library Future) and discuss the Electronic Library.

5. On a note of absence and pain Mr. Jacobson has been absent from work and board meetings because of an accident.

Recovery, at the hospital and now at home, has been slow. Miss Frances Gerard, Reference Librarian Assistant, sustained an injury to her back when visiting with her mother in Morgantown. Miss Gerard is not expected to return to work until mid-May, 1983.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that Kanawha County Public Library owns one Certificate of Deposit for $280,000.00, yielding 8.50%, purchased from the Kanawha Banking and Trust Company on April 5, 1983 to mature April 12, 1983. It is planned to purchase a $280,000.00 Certificate of Deposit on April 12, 1983 to mature April 19, 1983; a $350,000.00 Certificate of Deposit on April 19, 1983 to mature April 26, 1983; a $460,000.00 Certificate of Deposit on April 26, 1983 to mature May 3, 1983; and a $360,000.00 Certificate of Deposit on May 3, 1983 to mature May 10, 1983.

Finance Committee Cash Management. Mr. Stern reported that the Finance Committee's $45,000.00 in 182-Day Money Market Certificate, at 7.984%, held under safekeeping receipts at Kanawha Valley Bank, would mature April 14, 1983, earning interest of $1,791.48. Upon motion of Mr. Kauffelt, seconded by Dr. Hairston, it was unanimously

RESOLVED, That the Treasurer of the Library Board be and is hereby authorized to invest $50,000.00 to the account of Kanawha County Public Library Finance Committee in two (2) 182-Day Money Market Certificate of Deposit of $20,000.00, and one (1) 182-Day Money Market Certificate of Deposit of $10,000.00, effective April 14, 1983.

Motion carried.

Ivor Boiarsky and Arthur Hanson Trust Agreements. Mr. Kauffelt recommended that the Trust Agreements, dated June 1, 1971, between Kanawha County Public Library and Charleston National Bank, as Trustee for the

Arthur Hanson Fund and the Ivor Boiarsky Fund, respectively, be revoked.

Mr. Kauffelt cited these reasons for his recommendation:

1. The income from these Funds would be increased by eliminating annual trustee charges of $175.00.

2. Consolidating the assets of these Funds into a single pool with other Funds would simplify the management of these monies.

Mr. Kauffelt indicated that revocation of the Trusts would in no way diminish the individual gift identities of the Hanson and Boiarsky Funds.

After discussion, upon motion of Mr. Kauffelt, seconded by Mrs. Gallian, it was unanimously

RESOLVED, That the Trust Agreement(s) dated June 1, 1971, by and between Kanawha County Public Library and The Charleston National Bank, as Trustee for the Arthur Hanson Fund and the Ivor Boiarsky Fund, respectively, be revoked in its entirety, and

BE IT RESOLVED FURTHER, That the President and Secretary of the Library Board are instructed so to advise The Charleston National Bank in writing.

Motion carried.

Upon motion of Mr. Kauffelt, seconded by Mrs. Gallian, it was unanimously

RESOLVED, That the identities of the Arthur Hanson Fund and the Ivor Boiarsky Fund be continued and that the assets of these Funds be pooled with the other assets of the Finance Committee.

Motion carried.

Adjustments to 1982/1983 Budget. Mr. Stern reported that the Budget Committee had met with senior staff to discuss the 1982/1983 Budget reductions that would be necessary to adjust expenses to the loss of $17,236.00 in Grant-In-Aid income. He said that the Board had been advised of the 8¢ per capita cut - entailing the loss of $17,236 in GIA income - at the February meeting. Mr. Stern added that the recommended cuts here being proposed by the Budget

Committee reflected some ideas discussed at Library Staff Department Heads meetings. The recommended budget cuts are:

Amount	Account
$ 1,000	Travel - Workshops
2,340	Travel - Midwinter
1,028	Travel - ALA
4,476	Clerical Salaries - Regular - Extension Department
2,400	Miscellaneous - Library Programs
5,000	Long Range Planning
334	Social Security
$16,578	KCPL only
119	Clendenin
539	Nitro
$17,236	

Mr. Stern, in conclusion, said that the State Library Commission had just informed Kanawha County Public Library that another 5¢ per capita, or $10,772, was being held back in case the Governor orders additional reductions. If the cuts are not ordered, this money will be released to us after June 1, 1983.

After discussion, upon motion of Mr. Kauffelt, seconded by Mrs. Smith, it was unanimously

> RESOLVED, That the Library Board approve the reduction of Budget 1982/1983 in the amount of $17,236.00 as submitted by the Budget Committee.

Motion carried.

Basic Grant-In-Aid for 1983/1984. Mr. Stern reported, on behalf of the Budget Committee, that additional Grant-In-Aid income of $71,098.00 is expected for 1983/1984. He presented a schedule showing additional receipts and proposed additional 1983/1984 expenditures. The schedule is as follows:

ADDITIONAL RECEIPTS FOR 1983/1984

and

PROPOSED ADDITIONAL 1983/1984 EXPENDITURES

Additional Receipts

GIA Income Expected, at $2.52 per capita	$542,924
Less GIA Projected in 1983/1984 Budget, as adopted, at $2.19 per capita	471,826
Additional GIA Income, at $0.33 per capita	$ 71,098
Less: Reserve, or "Hold Back," for reduction of payments, at 15¢ per capita	32,317
Gross Available for additional budgeting now, at 18¢ per capita	$38,781
Less: "Pass-through," at 18¢ per capita, to Clendenin and Nitro	1,459
Net available for additional budgeting now, at 18¢ per capita	$ 37,322

Proposed Additional Expenditures

Restoration: Dunbar Jr. Clerk, from part-time to Full Time	$ 5,251*	
Restoration: Extension Department Jr. Clerk - Mobilibrary	9,800*	
Restoration: 32 Sundays at St. Albans and Dunbar	6,586	
Reduction: Main Library Sundays from 36 to 32	(1,957)	
		$ 19,680
Additional Library Materials	$13,500	
Library Programs	2,400	
Travel	1,742	
		17,642
		$ 37,322

After discussion, upon motion by Mr. Kauffelt, seconded by Dr. Hairston, it was unanimously

RESOLVED, That the Library Board approve the report of the Budget Committee, as submitted, and modify expenditures for the 1983/1984 Budget in the amount of $37,322.00.

Motion carried.

*includes cost of fringe benefits

Personnel Committee. In the absence of Dr. Bannerot, Chairman, Mr. Stern reported that it was the sense of the Committee that policies on Cash Gifts and Compensation to Library Staff and Consulting Services Performed by Library Staff, outlined by Dr. Bannerot at the March Board Meeting, be submitted for formal approval by the Board.

1. Consulting Services Performed by Library Staff Policy Statement.

   The proposed policy statement, as submitted by the Personnel Committee, was distributed to all board members present. There was a lively discussion resulting in an amendment to the statement.

   Upon motion of Dr. Hairston, seconded by Mr. Kauffelt, it was unanimously

   RESOLVED, That the policy on Consulting Services by the Kanawha County Public Library staff, submitted by the Personnel Committee, be adopted as amended and be part of the Minutes of this meeting.

Motion carried.

CONSULTING SERVICES BY KANAWHA COUNTY PUBLIC LIBRARY STAFF POLICY

Paid and/or volunteer Staff of the Kanawha County Public Library may perform consulting services at times other than during their official work hours. The staff member involved may or may not receive compensation for such consulting services dependent upon the private arrangements made between said staff member and the program sponsors.

Staff members may be consultants on library problems or on any other subject areas utilizing their knowledge and expertise. Consulting services will not:

...interfere with library service
...be scheduled on paid library work time
...constitute a conflict of interest with the policies and principles of the Kanawha County Public Library.
...consist of regularly provided library services

If a staff member adheres to the above criteria, consulting assignments are not the responsibility of nor under the jurisdiction of the Kanawha County Public Library.

2. Gift and Compensation Policy Statement.

Upon motion of Mr. Ray, seconded by Mrs. Glasser, it was unanimously

RESOLVED, That the Gift and Compensation Policy, submitted by the Personnel Committee, be adopted and be part of the minutes of this meeting.

Motion carried.

GIFT AND COMPENSATION POLICY

Paid and/or volunteer Staff of the Kanawha County Public Library perform library acts and services for individuals, agencies, and/or institutions as part of their regular job assignments and are not to accept additional compensation of any kind for said acts and services. It should be explained to the recipients of these services that competence, courtesy and kindness is expected from Kanawha County Public Library staff members and should not be rewarded. Recipients are discouraged from returning these kindnesses in any concrete fashion.

However, should a patron, agency, and/or institution offer a staff member a monetary gift for library services rendered, the gift shall be declined, returned and the Library's policy explained. If such a monetary gift cannot be returned, it will not be retained by the staff member but will be deposited to the library materials account of the Kanawha County Public Library. The donor will be thanked via letter and informed as to the disposition of the gift. The funds in question will be used to purchase materials selected by the staff member or Department Head. A gift plate or other appropriate notation in and/or on the item purchased will acknowledge the donor.

Library Board Membership Committee. Mrs. Smith, Chairperson, reported that the Library Board Membership Committee, Mrs. Glasser and Mr. Santrock, recommended that the following be nominated (i) Dr. Shirley Hairston for a term of six (6) years beginning July 1, 1983, ending June 30, 1989, (ii) Mr. T. D. Kauffelt for a term of six (6) years beginning July 1, 1983, ending June 30, 1989, and (iii) Mrs. Virginia Rugeley for a term of six (6) years beginning July 1, 1983, ending June 30, 1989.

Following discussion, upon motion of Mrs. Smith, seconded by Mr. Ray, it was moved that the recommendation of the Committee be accepted. The

motion carried. The Library Director was then instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly appointed.

NEW BUSINESS

Approval of Bills. The Library Director submitted Book Bills List No. 310 ($44,543.52) and General Bills List No. 310 ($26,834.26) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Smith, seconded by Mrs. Gallian, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 308 ($1,714.21) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Smith, seconded by Mrs. Gallian, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 4, 1983

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on May 4, 1983 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Dr. Hairston
Mr. Ray
Mrs. Rugeley
Mr. Santrock
Mr. Springer

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director, Miss Lorena Ammar, Administrative Assistant, Mr. Terry Fontalbert, President, Marmet Branch Library and Mrs. Anna L. Parker, Branch Librarian, Glasgow/Marmet Libraries and Mrs. Sara Sue Wright, Chief Circulation Librarian.

Dr. Wallace, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The President welcomed Mrs. Parker, Mrs. Wright and Mr. Fontalbert.

The Library Director introduced Mrs. Anna Parker, Librarian, Glasgow and Marmet Branch Libraries, and Mr. Terry Fontalbert, President, Marmet Library Board of Directors.

Mrs. Parker spoke of current activities at both branches with emphasis on recent National Library Week activities and special children's activities including card-making for Mother's Day. Color photographs were circulated. She also reported on the progress of the room enlargement work at Glasgow.

Mr. Fontalbert emphasized how the Marmet Branch Library had become an important part of Marmet's community life.

The minutes of the April 6, 1983 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities for the month of April, 1983. Included were the following:

1. The long range planning process continues to consume big chunks of staff time; occasionally when the work day is over. There are meetings to attend, documents to prepare and to distribute and things to worry about. Yet institutional life continues with services, programs, scheduling and absences.

2. Coming Attractions:

   a) St. Albans Branch Library 20th Anniversary will be observed on Saturday, May 21, 1983. Program begins at 11:30 a. m. Dr. Hairston, Mrs. Smith and Governor Rockefeller are participants.

   b) The final of 20 payments will be made in June, 1983 to General Services Administration on the Library's Capitol Street Building Purchase Contract. A special event has been scheduled for Wednesday, June 8, 1983 beginning at 3:00 p. m. in The John V. Ray Room. Mr. John L. Ray agreed to serve as chairman for the occasion.

   c) Kanawha County Public Library will observe its 75th Anniversary on June 9, 1984.

Reports of Committees.

Long Range Planning Process Committee. Mrs. Sara Sue Wright, Co-Chairman of the Staff Long Range Planning Committee and Chief, Adult Circulation Librarian, reported that Kenneth Dowlin, Director of Pikes Peak Library in Colorado Springs, Colorado visited the Library on April 20-22, 1983 for the purpose of acting as an Electronic Library Advisor to the Automation Committee.

Mr. Dowlin met with the Ad Hoc Committee for lunch. He then met with the Automation Committee at the Dunbar Library on Wednesday afternoon, April 20, 1983. A number of library board members from Kanawha County Public Library, St. Albans Branch Library, Sissonville Branch Library and Dunbar Branch Library were present. Letters were sent to agencies and organizations inviting representatives to the meetings. About 75 persons attended this session.

Two staff sessions were held. Mr. Dowlin's presentations were very interesting and informative. He explained the workings of an automated system and how it saves time and work. Before departing on Friday morning, Mr. Dowlin held a session with staff members of the reference, extension and children's departments.

Mrs. Wright stated that special thanks go to Dr. Charles Byrd, West Virginia State College, who made possible video taping and audio taping of Mr. Dowlin's Dunbar presentation. A one-hour video tape will become available for viewing after editing of the two hours of original taping.

Budget Committee.

Cash Management. In the absence of Mr. Kauffelt, Chairman, Mr. Springer reported that Kanawha County Public Library owns one Certificate of Deposit for $315,000.00, yielding 8.42%, purchased from the National Bank of Commerce on May 3, 1983 to mature on May 10, 1983. The following Certificate of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
May 10, 1983	$340,000	May 17, 1983
May 17, 1983	340,000	May 24, 1983
May 24, 1983	360,000	May 31, 1983
May 31, 1983	260,000	June 6, 1983

Purchase Agreement - Final Payment. The Library Director reported that final payment of $24,690.57 (of which $1,006.57 is interest and $23,684.00 is for principal) is due and payable on June 1, 1983 to General Services Administration, Region III. Following discussion,it was moved and seconded that the said payment be made. Motion carried.

Underexpended and Overexpended Balances. Mr. Springer reported that there will be several accounts in the budget for the fiscal year that will be overexpended and several will be underexpended. After discussion, upon motion by Mr. Springer and seconded by Dr. Hairston, it was unanimously

RESOLVED, That the Library Director, within limits of the Budget Document for fiscal year ending June 30, 1983, be and is hereby authorized to balance the overexpended accounts and the underexpended accounts as of June 30, 1983.

RESOLVED FURTHER, That the Library Director be and is hereby authorized to purchase books with remaining underexpended balance.

Motion carried.

Building and Grounds Committee. Mr. Santrock, Chairman, and the Library Director reported that a water problem existed at the Elk Valley Branch Library because of dynamite blasting by Lisbon Contractors, Inc. installing sewer lines for the Pinch-Quick Public Service District. Mr. Santrock said that Mr. Winowich and he met on Tuesday, May 3, 1983 with Jim Smith, Library Board Member, Charles Strickland, Project Coordinator, Pinch-Quick Public Service District, Robert Wilson, Building Architect, and James Thomas, Kanawha County Public Library, Building Superintendent regarding the water leaking into the Library's basement after several days/nights of hard rain. With the help of our own custodial people and Jim Smith's personal help

(including the use of his sump pump), we were able to remove water from the basement before any serious damage was done although carpeting was soaked. Mr. Santrock said he hopes we hear from the contractor in a week or two about putting in another french drain across the front of the building. Some concrete will also be needed. Mr. Santrock, in concluding his remarks, said that a $6,000.00 claim had been filed with the Lisbon Contractors, Inc. and that our own insurance carrier has been advised.

After discussion,upon motion by Mr. Santrock, seconded by Mr. Ray, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to complete the Statement of Claims for the damages which were done at Elk Valley Library.

Motion carried.

NEW BUSINESS

Nominating Committee - Election of Officers. The President appointed Mrs. Rugeley, Chairperson, Mr. Santrock and Dr. Hairston to consider and to recommend nominations for election of officers for fiscal year 1983/1984.

American Library Association Annual Conference. The Library Director reported that the Annual Conference of the American Library Association would be held in Los Angeles, California, June 24-30, 1983. Following discussion, upon motion by Mr. Springer, seconded by Dr. Hairston, it was unanimously

RESOLVED, That either three staff members or two staff members and the President of the Library Board be authorized to attend the American Library Association Annual Conference scheduled to be held in Los Angeles, California, on June 24-30, 1983 and that their expenses, not to exceed $3,100.00, be paid.

Motion carried.

National Federation of Local Cable Programmers. The Library Director reported that National Federation of Local Cable Programmers is sponsoring a workshop on local programming in New Carrolton, Maryland, near Washington, D. C., on May 20-21, 1983. This was a part of the Long Range Planning Project. He asked authorization for two staff members to attend. Following discussion, upon motion by Mr. Ray, seconded by Mr. Springer, it was unanimously

> RESOLVED, That two staff members be authorized to attend the workshop sponsored by the National Federation of Local Cable Programmers scheduled to be held in New Carrolton, Maryland, on May 20-21, 1983 and that their expenses, not to exceed $450.00, be paid.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 311 ($19,252.26) and General Bills List No. 311 ($45,638.65) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Rugeley, seconded by Mr. Springer, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 309 ($1,124.61) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Rugeley, seconded by Dr. Hairston and duly adopted, it was ordered that the bills set out on the said list be paid.

Budget Document 1983/1984. All staff members and Mr. Fontalbert were asked to withdraw from the meeting.

Mr. Springer, acting for the Budget Committee, reported that word had been received from West Virginia Library Commission that there would be additional

income, for health insurance, of approximately $28,000.00 which was not included in the original 1983/1984 Budget document. The Budget Committee met on March 29, 1983 to discuss the use of this additional income. It recommends to the Board that 1983/1984 salaries, approved at the February 9, 1983 Board Meeting, be further increased by moving all eligible full-time employees one-half step up on the appropriate pay grade salary ladder (rather than the usual full step). Mr. Springer stated that these further increases cost about $20,500.00 more, yet less than the additional $28,000.00 income. This recommendation, if adopted, would mean that no employee would receive less than an approximate 3.0% salary increase and no one would have an increase of more than 5.5%. A salary schedule was distributed to each member showing 1982/1983 salaries, 1983/1984 salaries, as approved at the February 9, 1983 Board Meeting, and revised 1983/1984 salaries now being proposed by the Budget Committee.

Upon motion by Mr. Springer, seconded by Dr. Hairston, it was

RESOLVED, That the 1983/1984 Budget be revised to allow one-half step seniority salary increases to eligible employees, not to increase salary accounts by more than $20,500.00.

After considerable discussion, the motion passed, three to two.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

Revised Salaries - Librarians

Adopted: Board of Directors Meeting on May 4, 1983

	WINDWICH	41724	40428	1296	3.21	ADMINISTRATION; DIRECTOR
	STEPN	31296	30000	1296	4.32	ADMINISTRATION; ASSISTANT DIRECTOR
L6-6.5	FLAGG	25740	24444	1296	5.30	EXTENSION; CHIEF; LIBRARIAN V
L4-7+++	FIGGATT	23460	22824	636	2.79	CATALOG; CHIEF; LIBRARIAN III
L3-7++	MARTIN J	21132	20532	600	2.92	REFERENCE; CHIEF; LIBRARIAN II
L3-7	PALMER	20316	19740	576	2.92	ST. ALBANS; CHIEF; LIBRARIAN II
L4-5.5	WRIGHT	20712	19692	1020	5.18	CIRCULATION; CHIEF; LIBRARIAN III
L2-7+++	GERARD	19752	19176	576	3.00	REFERENCE; LIBRARIAN I
L3-6.5	WAHLIN	19872	18876	996	5.28	CHILDRENS; CHIEF; LIBRARIAN II
L3-6.5	CROWLEY	19872	18876	996	5.28	DUNBAR; CHIEF; LIBRARIAN II
L2-7+	ESKIN	19008	18456	552	2.99	CATALOG; LIBRARIAN I
L2-7++	SCHWINGER	19380	18456	924	5.01	REFERENCE; LIBRARIAN I
L2-6.5	WALKER	18228	17304	924	5.34	CIRCULATION; LIBRARIAN I
L2-5.5	KELLY	17436	16548	888	5.37	CIRCULATION; LIBRARIAN I
L2-5.5	RISACHER	17436	16548	888	5.37	ST ALBANS; CHILDRENS LIBRARIAN; LIBR I
L3-3.5	HILL	17400	16500	900	5.45	ELK VALLEY; CHIEF; LIBRARIAN II
L2-4.5	LEASURE	16668	15828	840	5.31	EXTENSION; LIBRARIAN I
L2-4.5	FLEISNER	16668	15828	840	5.31	CIRCULATION; LIBRARIAN I
L1-5.5	STEMPLE	15984	15168	816	5.38	SISSONVILLE; CHIEF; BRANCH MANAGER
L1-5.5	PARKER	15984	15168	816	5.38	GLASGOW & MARMET; CHIEF; BRANCH MANAGER
L1-5.5	ANDREWS	15984	15168	816	5.38	CLENDENIN; CHIEF; BRANCH MANAGER
L2-3.5	KARROS	15948	15132	816	5.39	CROSS LANES; CHIEF; LIBRARIAN I
L2-3.5	LOEDING	15948	15132	816	5.39	CIRCULATION; LIBRARIAN I
L2-3.5	NEWMAN	15948	15132	816	5.39	REFERENCE; LIBRARIAN I
L2-2.5	THOMPSON	15252	14472	780	5.39	EXTENSION; LIBRARIAN I
L2-1.5	CROSSON	14580	13836	744	5.38	EXTENSION; LIBRARIAN I
L2-1.5	TOWER	14580	13836	744	5.38	CHILDRENS; LIBRARIAN I
		------	------	------		
MARIANS	FULLTIME	526308	503108	23200	4.61	

Revised Salaries - Clerical Adopted: Board of Directors Meeting on May 4, 1983

C3-7+	ANDER	20940	15232	1008	5.06	ADMINISTRATION; ADMINISTRATIVE ASSISTANT	1745
C5-7+++	THOMAS,M	15972	13516	456	2.54	CATALOG; ORDER SECTION MANAGER	1331
C4-7+	FINNEY	14208	13808	408	2.95	EXTENSION; MOBILIBRARY DRIVER	1184
C4-7+	BROWNING	14208	13524	684	5.06	ADMINISTRATION; FINANCIAL CLERK	1184
C3-7++	JOHNSON	13428	13044	384	2.94	CIRCULATION; HEAD CLERK	1119
C3-7++	HARPER,B	13428	13044	384	2.94	CHILDRENS; HEAD CLERK	1119
C3-7++	MARTIN,F	13428	13044	384	2.94	EXTENSION; HEAD CLERK	1119
C4-6.5	HENSON	13632	12936	696	5.38	EXTENSION; BOOK MESSENGER	1136
C3-7+	CASTO	13176	12540	636	5.07	ELK VALLEY; HEAD CLERK	1098
C3-7+	COPEN	13176	12540	636	5.07	CROSS LANES; HEAD CLERK	1098
C3-7+	HERNDON	13176	12540	636	5.07	ST ALBANS; HEAD CLERK	1098
C3-6.5	FARLEY	12636	11988	648	5.41	GLASGOW; HEAD CLERK	1053
C2-7++	TRIBBLE	12180	11808	372	3.15	CATALOG; CLERK	1015
C2-7+	AMOURI	12180	11808	372	3.15	REFERENCE; CLERK	1015
C2-7+	PAULEY	12180	11808	372	3.15	EXTENSION; 'TALKING BOOKS' CLERK	1015
C2-7+	TOWNSEND	12168	11580	600	5.18	CATALOG; CLERK	1015
C2-7	FENN	11340	11580	360	3.11	ADMINISTRATION; CLERK	995
C2-7	FERGUSON	11940	11580	360	3.11	CATALOG; CLERK	995
C1-7++	LEE	11496	11148	348	3.12	EXTENSION; CLERK	958
C1-7++	JACKSON,M	11496	11148	348	3.12	CIRCULATION; CLERK	958
C1-7++	MEADOWS	11496	11148	348	3.12	CIRCULATION; CLERK	958
C3-4.5	DERRICK	11556	10956	600	5.48	SISSONVILLE; HEAD CLERK	963
C3-4.5	ADAMS	11556	10956	600	5.48	ADMINISTRATION; CLERK	963
C3-4.5	WALLACE	11556	10956	600	5.48	MARMET; HEAD CLERK	963
C1-7+	COX	11268	10932	336	3.07	ST ALBANS; CLERK	939
C1-7+	TOPLIFFE	11268	10716	552	5.15	CIRCULATION; CLERK	939
C1-7+	PENNINGTO	11268	10716	552	5.15	EXTENSION; CLERK	939
C1-7	MCDOWELL	11052	10488	564	5.38	CIRCULATION; CLERK	921
C3-3.5	FRAZIER,L	11052	10476	576	5.50	CLENDENIN; HEAD CLERK	921
C1-6.5	BURGESS,A	10812	10248	564	5.50	EXTENSION; CLERK	901
C2-4	JACKSON,B	10440	9912	528	5.33	CATALOG; CLERK	870
C1-5.5	GLENN	10344	9804	540	5.51	CHILDRENS; CLERK	862
C1-5.5	BROWN	10344	9804	540	5.51	CIRCULATION; CLERK	862
C1-5.5	JORDAN	10344	9804	540	5.51	EXTENSION; CLERK	862
C1-5.5	CRAWFORD	10344	9804	540	5.51	CHILDRENS; CLERK	862
C1-5.5	HUNT	10344	9804	540	5.51	CIRCULATION; CLERK	862
C1-5.5	MCCORMICK	10344	9804	540	5.51	CIRCULATION; CLERK	862
C1-5.5	JACKSON,A	10344	9804	540	5.51	ADMINISTRATION; CLERK	862
C1-5.5	BURGESS,M	10344	9804	540	5.51	CHILDRENS; CLERK	862
C1-5.5	RILEY	10344	9804	540	5.51	ST ALBANS; CLERK	862
C1-5.5	SMYTH	10344	9804	540	5.51	ELK VALLEY; CLERK	862
C1-4.5	HARPER,A	9888	9372	516	5.51	CIRCULATION; CLERK	824
C1-4.5	FRAZIER,K	9888	9372	516	5.51	CIRCULATION; CLERK	824
C1-4.5	MEGGINSON	9888	9372	516	5.51	CATALOG; CLERK	824
C1-4.5	FLECK	9888	9372	516	5.51	EXTENSION; CLERK	824
C1-4.5	WILLIAMS	9888	9372	516	5.51	DUNBAR; CLERK	824
C1-4.5	REID	9888	9372	516	5.51	DUNBAR; CLERK	824
C3-3	GOOD	10800	10248	552	5.39	DUNBAR; CLERK	900
C2-2.5	DEMPSEY	9768	9264	504	5.44	CATALOG; ORDER SECTION CLERK	814
C1-3.5	IRVING	9456	8964	492	5.49	EXTENSION; CLERK	788
C1-3.5	JENSEN	9456	8964	492	5.49	ST ALBANS; CLERK	788
C1-2.5	SKEENS	9036	8568	468	5.46	CATALOG; ORDER SECTION CLERK	753
C1-1	HIGGINBOT	8448	8568	-120	-1.40	CROSS LANES; CLERK	704
C1-1.5	SCOTT	8640	8196	444	5.42	EXTENSION; CLERK	720
C1-1.5	BURDETTE	8640	8196	444	5.42	SISSONVILLE; CLERK	720
C3-6	CLOSED	0	11988	-11988	-100.00	DUNBAR; HEAD CLERK (HERMANSDORFER) SLOT N	0
C1-2	CLOSED	0	8568	-8568	-100.00	EXTENSION; MOBIL CLK (DILLER) SLOT NOT FI	0

Revised Salaries - Custodial

Adopted: Board of Directors Meeting on May 4, 1983

C7-7++	THOMAS,J	18288	17760	528	2.97	BLDG & GROUNDS; SUPERINTENDENT	1524
C1-7+	GEORGE	11268	10932	336	3.07	BLDG & GROUNDS; CUSTODIAN	939
C1-5.5	LONG	10344	9804	540	5.51	BLDG & GROUNDS; CUSTODIAN	862
C3-1	SNYDER	9876	8964	912	10.17	BLDG & GROUNDS; HEAD CUSTODIAN; PROMOTED	823
C1-4.5	ROBINSON	9888	9372	516	5.51	BLDG & GROUNDS; CUSTODIAN	824
C1-3.5	HAWKINS	9456	8964	492	5.49	BLDG & GROUNDS; CUSTODIAN	788

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 8, 1983

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on June 8, 1983 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mrs. Gallian
Dr. Hairston
Mr. Kauffelt
Mr. Kuhns
Mr. Ray
Mrs. Smith
Mr. Springer

Also present were Mr. Stern, Assistant Library Director, and Miss Lorena Ammar, Administrative Assistant. The Library Director was absent while escorting Ms. Rose-Rita Douds, General Services Administration, to the airport.

Dr. Wallace, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

Resolution of the Life of Dr. Leonard Riggleman and His Service to the Kanawha County Public Library. The Assistant Library Director read a Memorial Resolution. Upon motion by Mr. Kuhns, seconded by Mr. Springer, the resolution was adopted unanimously.

LEONARD RIGGLEMAN

WHEREAS, It is with deep sorrow and profound regret that we record the death of Dr. Leonard Riggleman on May 18, 1983; and

WHEREAS, Dr. Leonard Riggleman, a friend and colleague, who served his community and this institution with devotion, enthusiasm and honor; and

WHEREAS, Dr. Leonard Riggleman elevated the spirit of man through personal conviction and professional concern; and

WHEREAS, Dr. Leonard Riggleman rendered distinguished service to Kanawha County Public Library as a member of its Board of Directors from June, 1948 - May, 1980; and

WHEREAS, Dr. Leonard Riggleman worked diligently and well for the improvement of library service; and

WHEREAS, The wise counsel, practical judgment and good will of Dr. Leonard Riggleman will be missed by his colleagues on this Library Board; and

WHEREAS, In this the first meeting since the death of our friend and fellow member, the Library Board of Directors wishes to give expression to its sense of loss; and

THEREFORE BE IT RESOLVED, That this resolution of tribute and remembrance be spread upon the minutes of this meeting and that a copy be transmitted to the family of Dr. Leonard Riggleman, to whom we extend sincere and heartfelt sympathy.

Correspondence. The Assistant Library Director reported that the Library was in receipt of a letter from Robert E. Kittle, Superintendent, Kanawha County Schools. It reads as follows:

"May 25, 1983

"Mr. Nicholas Winowich, Secretary
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"At the regular meeting of the Kanawha County Board of Education on Thursday, April 21, 1983, the following persons were unanimously approved to serve as members of the Kanawha County Public Library Board of Directors for six-year terms beginning July 1, 1983, and ending June 30, 1989:

1. Dr. Shirley Hairston, Professor and Department Chair, Social Work, West Virginia State College

2. Mr. T. D. Kauffelt, practicing attorney at law

3. Virginia Rugeley (Mrs. Edward), a former Fulbright Scholar and a partner in Training Dynamics

"These appointments are made in compliance with the nominations made in the Library Board of Directors meeting on April 6, 1983, and in accordance with your request of April 7, 1983.

"Sincerely yours,

/s/ Robert E. Kittle
Robert E. Kittle
Superintendent of Schools

"REK/lks

"cc: Kanawha County Board of Education Members"

The minutes of the May 4, 1983 meeting were approved.

The minutes of the April 6, 1983 meeting were amended to include the Board's approval of the purchase, out of Finance Committee's gift funds, of an IBM Displaywriter. This item had been inadvertently omitted from the previously approved minutes of that meeting. The amendment reads as follows:

RESOLVED, That the Library Director be and is hereby authorized to purchase an IBM Displaywriter from International Business Machine Corporation at a cost not to exceed $15,000.00 from the Steele A. Hawkins, Jr. Trust; and

RESOLVED FURTHER, That the valuable and generous gift of Steele A. Hawkins, Jr. Trust be recognized and acknowledged with the addition of attractive plaques appropriately placed.

Motion carried.

Library Director's Monthly Report. In the absence of the Library Director, the Assistant Library Director presented a brief oral report on the activities of the Library for the month of May, 1983.

1. With Vice-President John L. Ray presiding, Dr. William J. L. Wallace, on behalf of the Library presented the last payment on the Main Library property, $24,690.57, to Ms. Rose-Rita Douds, Executive Assistant to Regional Administrator General Services Administration at a special "mortgage burning" ceremony in The John V. Ray Room on Wednesday, June 8, 1983, 3:00 p.m. Some of

persons attending this happy event were: Charleston's Mayor James E. Roark, County Commissioner Robert F. Silverstein, Dave Acord, Kanawha County Schools, Dan Dager, representing Senator Robert C. Byrd, State Senator Tod Kaufman, Frederic J. Glazer, Executive Secretary, West Virginia Library Commission, members of the Kanawha County Public Library Board of Directors, St. Albans Library Board President Homer Sweeney and former Kanawha County Public Library Board Member Mrs. Hester Brown. Also attending were the following staff members who have been at the present Main Library location since its opening day: Lorena Ammar, Wilma Brown, Ruth Figgatt, Frances Gerard, Betty Jane Harper, Cortez Johnson, Franca Martin, June Martin, James Thomas, Mae Thomas and Nicholas Winowich.

2. Installation of the IBM Displaywriter, temporarily housed in this Board Room to facilitate operator training on the equipment.

3. Informal meeting of April 25, 1983, attended by Mr. Paul Lowen, representing the Cross Lanes Advisory Board, Mr. Stern and Mr. Winowich to discuss both Cross Lanes' desire to enlarge its facility and the need to increase Cross Lanes' annual operating contribution to a percentage level comparable to the 10% paid by newer branches of Glasgow, Marmet and Sissonville. The meeting ending on a note of cautious optimism that diverging needs could be reconciled, given time, patience, goodwill and, particularly, the incorporation of Cross Lanes.

4. The problems in the public use of The John V. Ray Room at Main Library and community rooms at Dunbar, Elk Valley and St. Albans, as evidenced by the article in The Daily Mail. Mr. Stern said that the differences in use of community rooms as between St. Albans and Main Library were much less than the article might lead one to believe. Mr. Stern said, further, that he and Mr. Winowich were in process of developing a "two-tier" approach, for eventual submission to the Board for its approval, that would entail uniform rules on the basics, especially on the potentially troublesome questions involving "religious" and "political" uses, while giving local board latitude in setting frequency of use, hours of use, etc.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Kauffelt, Chairman, reported that the Kanawha County Public Library owns one Certificate of Deposit for $275,000.00, yielding

8.75%, purchased from the National Bank of Commerce on June 7, 1983 to mature on June 14, 1983. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
June 14, 1983	$320,000	June 21, 1983
June 21, 1983	320,000	June 28, 1983
June 28, 1983	220,000	July 5, 1983

Amend Budget 1982/1983. Mr. Stern reported on the financial affairs of Kanawha County Public Library for the fiscal year ending June 30, 1983. An amount of $72,984.85 of non-appropriated receipts was identified, explained and recorded as follows:

Non-Appropriated Receipts

1982/1983

Interest earned - over and above $15,000.00	$14,844.71
State of West Virginia - Hospitalization Grant	28,176.00
Moore-Cottrell	125.87
Ebsco	18,060.00
American Heritage Library	1,000.00
West Virginia Institute of Technology	2,613.00
Book Sale	803.46
Salvation Army	255.00
West Virginia Library Association	107.88
Kanawha County Public Library Finance Committee	19.60
Refunds for projects	30.00
State of West Virginia - WVLC - Trustee Grant	100.00
Nicholas Winowich - refund for advanced travel allowance	825.00
Joel Stern - refund for advanced travel allowance	825.00
Aetna Life and Casualty - Water damage	471.96
Miscellaneous Receipts - over and above $36,000	4,467.37
Columbia University	260.00
	$72,984.85

After discussion, upon motion by Mr. Kauffelt, seconded by Mr. Ray, it was moved that the Budget of the current 1982/1983 fiscal year be amended to reflect the list of non-appropriated receipts, shown above, as well as additional monies received between this date and June 30, 1983.

A final report will be submitted after all transactions will have been completed for the entire current fiscal year.

Outstanding Checks. Mr. Stern submitted a list of "stale" checks which should be cancelled, in keeping with standing recommendations of the Library's auditors, with the proviso that they may be reissued should valid claim arise. The checks to be cancelled are recorded as follows:

Date	Payee	Check No.	Amount
5-11-82	Merritt Wilson	424358	$ 6.50
6-13-82	Capitol Printing and Supply	424428	11.80
6-15-82	Louise Dunnington	424454	3.78
			$22.08

After discussion, it was moved by Mr. Kuhns, seconded by Mr. Springer, that the Library Director authorize the Kanawha County Board of Education to request the State Tax Commissioner to cancel the outstanding checks listed above with the proviso that a check may be reissued should a valid claim arise. Motion carried.

National Federation of Local Cable Programmers. The Assistant Library Director reported that an additional sum of $72.00 was essential and was available for the purpose of sending Ms. Debbie Loeding and Mr. Eugene Fleisher to a workshop sponsored by the National Federation of Local Cable Programmers in New Carrolton, Maryland, on May 20-21, 1983. Their attendance was approved previously when an allowance of $450.00 was granted. After discussion, upon motion by Dr. Hairston, seconded by Mrs. Gallian, it was unanimously

> RESOLVED, That the Library Director be authorized to grant an additional sum of $72.00 to Eugene Fleisher for transportation for his attendance at the National Federation of Local Cable Programmers in New Carrolton, Maryland.

Motion carried.

Building and Grounds Committee. In the absence of Chairman Santrock, Mr. Stern briefly reported the following:

1. Completion of the Marmet landscaping with planting of a dogwood tree, specified in the contract, but unobtainable last Fall.

2. Replacement of approximately thirty (30) feet of curbing on Quarrier Street by West Virginia Water Company, at no cost to the Library, in connection with the January 1983, burst water main at Quarrier and Capitol Streets.

3. Further discussions with WEX Corporation to explore the scope and cost of a possible energy conservation study by them of the Main Library, Dunbar, Elk Valley and St. Albans buildings.

Resignation of Donald F. Springer. The President reported that Mr. Donald F. Springer had submitted his letter of resignation from the Library Board of Directors to be effective June 30, 1983. Mr. Springer is leaving for Saudia, Arabia, where he will be on an assignment for Union Carbide.

On behalf of the Library Board, the President expressed his appreciation to Mr. Springer for his splendid work and contributions he has made on the Board. The President wished him well and success in his new assignment. There were words of praise expressed from other members of the Library Board.

Upon motion of Mrs. Smith, seconded by Mr. Kauffelt, the following resolution was unanimously adopted.

WHEREAS, Donald F. Springer has served the Kanawha County Public Library with distinction as a member of its Board of Directors since 1968; and

WHEREAS, Donald F. Springer has played a leading role in guiding the growth of this institution by his outstanding service, at various times, as President, Vice President, Budget Committee Chairman; and

WHEREAS, Donald F. Springer has also always been a bulwark of the St. Albans Public Library; and

WHEREAS, Donald F. Springer has furthered the purposes of this institution with his integrity, enthusiasm, skill and steadfastness of effort; and

THEREFORE BE IT RESOLVED, That the Kanawha County Public Library Board of Directors accepts the resignation of Donald F. Springer with reluctance and regret; and

RESOLVED FURTHER, That this expression of our appreciation, affection and esteem be spread upon the minutes of this meeting and that a copy be sent to our friend and colleague.

Motion carried.

Resignation of Anne Colcord North. The President reported that Mrs. Anne Colcord North had submitted her letter of resignation from the Library Board of Directors to be effective June 30, 1983. Mrs. North is moving to Hilton Head Island, South Carolina.

Upon motion of Dr. Hairston, seconded by Mrs. Gallian, the following resolution was unanimously adopted.

WHEREAS, Anne Colcord North has served Kanawha County Public Library with ability and steadfastness of purpose since November, 1980; and

WHEREAS, Anne Colcord North has furthered the aims and purposes of this institution by her capable service as an active member of Long Range Planning, Services and Special Resources Committees; and

THEREFORE BE IT RESOLVED, That we accept the resignation of Anne Colcord North with reluctance and regret; and

RESOLVED FURTHER, That this expression of affection and esteem be spread upon the minutes of this meeting and that a copy be sent to our friend and colleague.

Motion carried.

Personnel Committee. In the absence of Dr. Bannerot, Chairman, the Assistant Library Director reported that the Committee was recommending the adoption of a Retirement Policy Statement for the library staff. Copies of the proposed Statement were distributed to members present. The President

tabled consideration until the next Board Meeting with instructions that copies be mailed to board members absent from this meeting.

Library Board Membership Committee. The President asked the present Library Board Membership Committee, consisting of Mrs. Smith, Chair; Mrs. Glasser and Mr. Santrock, to consider and recommend nominations for the Library Board of Directors to replace Mrs. North and Mr. Springer.

Approval of Bills. The Assistant Library Director submitted Book Bills List No. 312 ($50,414.34) and General Bills List No. 312 ($26,927.79) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Smith, seconded by Mr. Kuhns, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Assistant Library Director submitted Special Funds List No. 310 ($16,628.60) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Smith, seconded by Mr. Ray, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF ANNUAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 8, 1983

The Annual Meeting of the Board of Directors of the Kanawha County Public Library was held on Friday, July 8, 1983 at 2:00 p.m. in The John V. Ray Room of the Library.

The following members were present:

Dr. Wallace
Mrs. Anderson
Dr. Bannerot
Mr. Cheshire
Mrs. Glasser
Dr. Hairston
Mrs. Rugeley
Mr. Santrock

Also present was Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant. The Library Director was absent because of illness.

Dr. Wallace welcomed those Presidents and members of the Branch Library Boards, branch librarians, department heads and staff who were in attendance.

Dr. Wallace, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

Dr. Wallace spoke briefly on meetings he attended at the American Library Association Annual Convention in Los Angeles, California. His remarks included topics such as high parking fees, automated circulation libraries, inability of downtown libraries to expand, relationship of central library to the system as a whole, Intellectual Freedom, book selection, censorship and collection development.

The Assistant Library Director read the notice of Annual Meeting which had been mailed in accordance with the Bylaws.

The minutes of the June 8, 1983 meeting were approved.

Dr. Wallace and Mrs. Sara Sue Wright introduced Presidents, Branch Library Board of Directors, heads of departments and staff members present. They were:

C. Boone Maxwell - President, Dunbar Library Board
Gary Ellis - Member, Elk Valley Library Board
Margie Criser - President, Sissonville Library Board
Mary Trout - President, Nitro Library Board

Ruth Figgatt - Chief, Catalog Librarian
Lois Leasure - Bookmobile Librarian
Kathleen Whalin - Chief, Children's Librarian
Sara Sue Wright - Chief, Circulation Librarian
James Thomas - Building and Grounds

Jean Andrews - Librarian, Clendenin Public Library
Linda Hill - Branch Librarian, Elk Valley
Frances Paxton - Librarian, Nitro Public Library
Anna Parker - Branch Librarian, Glasgow/Marmet

All of the above spoke briefly about their department/branch's functions, purposes, programs and services. Questions and comments followed.

Afterwards, copies of the "Mini Annual Report: 1982/1983 Some Reflections" were distributed and highlights noted.

Retirement of Anne Colcord North. Mrs. North was appointed to the Library Board in November, 1980. Mrs. North moved to Hilton Head Island, South Carolina.

Retirement of Donald F. Springer. Mr. Springer was appointed to the Library Board in July, 1968. Mr. Springer left for Saudia, Arabia, where he will be on an assignment for Union Carbide.

Dr. Leonard Riggleman. Dr. Wallace asked the group to pause for a moment of silence in memory of Dr. Riggleman who passed away on May 18, 1983. Dr. Wallace made a few remarks about Dr. Riggleman and stated that he was a member of the Library Board from June, 1948 through May, 1980.

A. Guy Stone. Mr. Stone passed away on August 25, 1982. He was a member of the Library Board from July, 1958 to July, 1975.

Reports of Committees.

Budget Committee.

Cash Management. In the absence of Mr. Kauffelt, Chairman, Mr. Stern reported that the Kanawha County Public Library owns one Certificate of Deposit for $220,000.00 yielding 8.75%, purchased from the Kanawha Banking and Trust Company on July 5, 1983, to mature on July 12, 1983. The following Certificate of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
July 12, 1983	$230,000.00	July 19, 1983
July 19, 1983	230,000.00	July 26, 1983
July 26, 1983	395,000.00	August 2, 1983
August 2, 1983	395,000.00	August 9, 1983

Income and Expenditures for Fiscal Year 1983/1984. The Assistant Library Director distributed copies of "Report on 1983/1984 Budget Revisions." He explained the report in detail that included the additional Grant-In-Aid money and its distribution approved by the Library Board at its April 1983 and May 1983 meetings. He explained the expense category totaling $102,092. A copy of the report is filed with these minutes.

Nominating Committee.

Election of Officers. Mrs. Rugeley, Chair, Nominating Committee, reported that the Nominating Committee named the following persons for the offices indicated for the fiscal year beginning July 1, 1983 and ending June 30, 1984.

President	- Dr. William J. L. Wallace
First Vice President	- Mrs. Helen Smith
Second Vice President	- Mr. John L. Ray
Secretary	- Mr. Nicholas Winowich
Treasurer	- Mr. Nicholas Winowich
Assistant Secretary	- Mr. Joel Stern
Assistant Treasurer	- Mr. Joel Stern

Dr. Bannerot moved, Dr. Hairston seconded, that the Secretary be instructed to cast a unanimous ballot for the candidates named. Mrs. Glasser took the chair and put the motion which was carried, and the nominees were declared to be duly elected. Dr. Wallace resumed the chair.

Personnel Committee.

Retirement Policy Statement. Dr. Bannerot, Chairman, reported that a Retirement Policy had been prepared for the employees of the Kanawha County Public Library, copies of which were mailed to all board members prior to the meeting. Dr. Bannerot described the thrust of this Policy Statement as follows:

1. Full-time Library employees must retire at age 70 except as noted below.

2. Full-time Library employees who are 65 years or older, as of June 30, 1983, may work beyond age 70 subject to certain conditions. (There are three (3) such employees.)

3. Employees, retired from full-time positions at age 70, may subsequently be rehired as part-time hourly employees. (This means that the Library has the authority to rehire them; it does not mean, that the Library has the obligation to rehire them.)

After discussion, upon motion by Mr. Cheshire, seconded by Mrs. Glasser, it was unanimously

RESOLVED, That the Retirement Policy as recommended by the Personnel Committee be adopted effective July 1, 1983.

Motion carried.

The Retirement Policy in its entirety is as follows:

RETIREMENT POLICY STATEMENT

(To Become Effective July 1, 1983)

1. Each employee's decision as to retirement date depends on many personal considerations with the amount of expected retirement income being an important criterion for many people. While retirement income from West Virginia Teachers Retirement grows with each year of additional service,

the maximum Social Security retirement benefits, except for cost-of-living adjustments, begin at age 65. For this reason, most people think of 65 as the "normal" retirement age; Kanawha County Public Library employees, however, may continue to work full-time past age 65 - until age 70 - if they so elect.

2. All regular full-time Kanawha County Public Library employees must retire at age 70, except as noted in Paragraph 3.

   A. Retirement cannot be later than the last day of the month during which the 70th birthday falls.

   B. Retirement does not preclude subsequent employment on a part-time basis, 20 hours per week or less.

3. All regular full-time employees on the payroll June 30, 1983, and who are more than 65 years old on that date are exempt from mandatory retirement at age 70.

   A. Exempt employees who elect to work beyond age 70 will have not more than twelve performance reviews. These performance reviews shall be scheduled by the Library Director and be conducted by him annually, beginning on or about the 70th or next subsequent birthday of the eligible employee. At such reviews, the Director will consult with the employee's supervisor to assess the employee's productivity, alertness and general quality of work.

   Barring unforseen circumstances prejudicial to employee performance, a favorable assessment extends employment eligibility for one year. An unsatisfactory assessment shall empower the Director to ask for resignation 60 calendar days after such assessment is shared with the employee.

NEW BUSINESS

Use of Library Facilities by Community Organizations. Mr. Stern reported on the "Rules and Regulations for Use of The John V. Ray Room," copies of which were mailed to the board members prior to the meeting. He stated that the Library Director was in receipt of a letter from Mr. Cheshire, expressing concern at the "two-tier" concept, described in the minutes of the June meeting, pertinent excerpts of which he then read. Mr. Stern said that it was the clear intention of the Director and

Assistant Director to implement uniform rules on the "basic," or essential, items concerning use of community rooms at all branches, allowing for individual variations, also to be submitted to this Board for its approval, on relatively minor details. After discussion, upon motion of Mr. Cheshire, seconded by Mrs. Glasser, it was unanimously

> RESOLVED, That the matter of the Rules and Regulations adopted by the Library Board governing the use of The John V. Ray Room and its application for all libraries in the system be referred to the appropriate committee.

Motion carried.

Approval of Bills. The Assistant Library Director submitted Book Bills List No. 313 ($13,576.51) and General Bills List No. 313 ($32,165.90) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Glasser, seconded by Dr. Hairston, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Assistant Library Director submitted Special Funds List No. 311 ($6,009.33) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Glasser, seconded by Mrs. Rugeley, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

Wallace
President

Joel Stern
Assistant Secretary

REPORT ON 83/84 BUDGET REVISIONS

EXPENSE CATEGORY		Original 1983/84 Budget Adopted Feb. 83	Revisions To 83/84 Budget Adopted April and May 1983	Revised Budget As Of 7/8/83
Salaries	- Librarian	538,967	12,048	551,015
	- Clerical	682,040	23,741	705,781
	- Custodial	86,403	805	87,208
TOTAL SALARIES		1,307,410	36,594(1)	1,344,004
Social Security		89,400	2,507(1)	91,907
Library Materials	- Binding	5,766	500	6,266
	- Books	211,854	7,868	219,722
	- Audio Visual	17,579	1,893	19,472
	- Periodicals	34,801	3,239	38,040
TOTAL LIBRARY MATERIALS		270,000	13,500	283,500
Miscellaneous	- Library Programs	1,000	2,400	3,400
Travel		4,500	1,742	6,242
Clendenin and Nitro Accounts		17,752	1,459	19,211
Unallocated		1	32,317	32,318
Unanticipated Income		0	11,573(2)	11,573
All Other Accounts		459,025	NONE	459,025
GRAND TOTAL EXPENSE		2,149,088	102,092(3)	2,251,180

1. $36,594 covers both the changes in staffing levels approved at April meeting - restoration of Dunbar half-time clerk to full-time clerk, restoration of Mobilibrary clerk and restoration of Sunday Service at Dunbar and St. Albans - and "½-step" additional salary increase approved at May meeting. $2,507 is the accompanying Social Security cost increase.

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NO ANNUAL REPORT WAS SUBMITTED FOR 1982/1983

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 10, 1983

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on August 10, 1983 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mrs. Gallian
Mrs. Glasser
Mr. Ray
Mrs. Rugeley
Mrs. Smith

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director, Miss Lorena Ammar, Administrative Assistant and Mrs. Debbie Loeding, Community Relations Librarian.

Dr. Wallace, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. The Library Director reported that the Library was in receipt of a July 7, 1983 letter from Mr. Ronald E. Preast, Assistant Director, Local Government Relations Division, State Tax Department of West Virginia, stating that the CPA firm of Arnett and Foster had been appointed to conduct the audit of the Kanawha County Public Library for the period July 1, 1982 through June 30, 1983 for a fee not to exceed $3,600.00.

The Library Director reviewed the procedures chosen in the deciding factor of the selection of an auditor.

He also reported that the Library was in receipt of a Uniform Contract To Audit Accounts (an agreement prepared by the State Tax Department which

explains the services to be rendered by the firm of Arnett and Foster in performance of the audit for fiscal year 1982/1983, signed by John W. Kee, Partner, Arnett and Foster dated July 11, 1983 and signed by Ronald E. Preast for Herschel H. Rose, III, State Tax Commissioner, dated July 7, 1983. The Library Director stated that the Agreement is the same as last year's. Following discussion, upon motion of Mr. Ray, seconded by Mrs. Rugeley, it was unanimously

RESOLVED, That the President be and is hereby authorized to sign the Uniform Contract to Audit Accounts, as received.

Motion carried.

Approval of Minutes. The minutes of the July 8, 1983 meeting were discussed. There was some comment on the accuracy of the resolution concerning the Rules and Regulations of The John V. Ray Room made by Mr. Cheshire. Upon motion of Mrs. Rugeley, seconded by Mrs. Gallian, it was moved that the minutes be approved subject to the checking and correction, if necessary, of Mr. Cheshire's resolution.

Library Director's Monthly Report. The Library Director presented a brief oral report on the activities of the Library for the month of July, 1983. Included were the following:

1. West Virginia Library Association and the American Library Association are currently involved in their respective membership renewal campaigns. Please refer all invitations of renewal to my office. Memberships are paid by Kanawha County Public Library.

2. The third annual "used" booksale will be held on Saturday, August 27, 1983 from 9:30 a.m. to 4:00 p.m. on the Plaza facing Capitol Street. The special event, staffed by Adult Circulation Department personnel and others, earned $803.46 in August, 1982.

   During the course of a year's time, this institution receives thousands of gift books from its kind and generous friends. Many volumes are added to the

collection, some are made available to other public libraries in West Virginia and the remainder, as in this case, are sold for the use and benefit of Kanawha County Public Library.

3. Polaroid Corporation plans to donate, following a successful grant application, 14 Sun Cameras to Kanawha County Public Library. The cameras will be available for loan to patrons and without charge. The three lending departments (Adult, Children's and Extension), branches (Cross Lanes, Dunbar, Elk Valley, Glasgow, Marmet, St. Albans and Sissonville) and municipal libraries (Clendenin and Nitro) are participants. Damaged or defective cameras will be replaced. Cameras become the permanent property of Kanawha County Public Library. Lost or stolen units can be pursued according to standard library policy for missing materials.

4. The other Special Grant Request, submitted to Tandy Corporation (Radio Shack) for three (3) TRS-80 Microcomputers and printers, for use in our Children's Department, Elk Valley Branch and St. Albans Branch, was rejected.

5. Kanawha County Public Library's share of the Grant-In-Aid (GIA) program for the 1983/1984 fiscal year may be reduced by as much as 3% or nearly $15,200.00. However, no final decision has yet been made by the West Virginia Library Commission because it is attempting to make reductions in other line items.

6. THE OWL: a publication of the Kanawha County Public Library Staff Association (copy attached) was distributed to the Library Board Members present. Comments followed.

7. The library's summer reading club for children was a huge success. The purpose was to encourage boys and girls to continue reading during the vacation months.

Reports of Committees.

Building and Grounds Committee. In the absence of Mr. Santrock, the Library Director reported on the following:

1. New electrical service rate. The Public Service Commission of West Virginia has just taken action that restores the School Service (SS) rate to schools and libraries, albeit in a modified form. This rate had been completely eliminated in its February 4, 1983 decision, of which the Board has been previously advised. The net effect of this most recent Public Service Commission action will be

that the increase in our electricity bills will be less than the previously estimated $10,000.00 - $15,000.00.

2. Elk Valley Water Damage/Insurance. Efforts are finally moving to obtain insurance compensation for the Elk Valley water damages after a long period of stall by Lisbon Contractors, against whom we have claimed $6,000.00. Mr. Winowich will be meeting at the site August 11, 1983 together with Mr. Robert Wilson, Architect, and a representative from our carrier's adjuster. Our own insurance carrier has been advised that we will claim under our own policy, if necessary.

   We are anxious to reach a proper settlement so that the needed repairs, especially to the french drains, can start as soon as possible.

3. Energy Conservation. Technical data gathering by WEX Corporation is proceeding. We expect to meet with them before the next Board Meeting to discuss specific approaches to energy conservation at the Library facilities in Charleston, Dunbar, Elk Valley and St. Albans.

Budget Committee.

Cash Management. In the absence of Mr. Kauffelt, Chairman, Mr. Stern reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $300,000.00 yielding 9.43%, purchased from the Charleston National Bank on August 9, 1983, to mature on August 16, 1983. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
August 16, 1983	$350,000.00	August 23, 1983
August 23, 1983	325,000.00	August 30, 1983
August 30, 1983	325,000.00	September 6, 1983

Long Range Planning Process Committee. The Library Director introduced Mrs. Debbie Loeding, Community Relations Librarian. Mrs. Loeding and the Library Director spoke on different aspects of the possibility of a video cable channel for the exclusive use of Kanawha County Public Library. Details of various meetings with City officials - with Mr. Harry Brawley,

member of Mayor's Select Committee on Cable and with Mr. John Charnock, Jr., City Attorney - were discussed.

Mrs. Loeding mentioned that public library operation of video channels, while still small, is a growing trend. Typically, puppet shows, children's literacy and community information programs are provided. It is an exciting prospect.

Mr. Winowich emphasized that this was an information report. Estimates of costs and of time frames are not yet available. Progress reports will be made to the Board from time to time. The Library Director concluded by saying that no direct expenses would be made on the "Cable Project" without specific Board approval.

Questions and general discussion followed.

Library Board Membership Committee. Mrs. Smith, Chairman, reported that the Committee had met at 3:00 p.m. prior to the Board Meeting to consider candidates to fill the two vacancies on the Library Board of Directors created by the resignations of Mrs. Anne C. North, whose term expires on June 30, 1988, and Mr. Donald F. Springer, whose term expires June 30, 1987. She distributed a list of candidates to the members present.

Mrs. Smith presented the name of Gary Ellis to fill the vacancy created by Mr. Springer's resignation. After discussion and upon motion by Mrs. Smith, seconded by Mrs. Gallian, the following resolution was unanimously adopted:

> RESOLVED, That Mr. Gary Ellis be nominated to fill the unexpired term of Mr. Donald F. Springer which ends June 30, 1987; and
>
> RESOLVED FURTHER, That the said nomination be reported to the Board of Education of the County of Kanawha with the request that the said nominee be duly elected.

Motion carried.

Mrs. Smith also reported that the name of a recommended candidate to fill the vacancy created by the resignation of Mrs. Anne C. North will be presented at the September meeting.

UNFINISHED BUSINESS

Use of Library Facilities by Community Organization. Dr. Wallace referred the matter of the Rules and Regulations for The John V. Ray Room to the Services Committee. Members are: Mr. Ray, Chairman, Mr. Fisher, Mrs. Gallian, Mr. Santrock, Mrs. Smith and Mr. Smith.

NEW BUSINESS

Committee Assignments for 1983/1984. A roster of standing committee assignments was distributed to members present. The committee assignments are recorded as follows:

STANDING COMMITTEES
1983/1984

Book Committee

Hairston, Dr. Shirley, Chair
Kauffelt, Mr. T. D.
Cheshire, Mr. William P.
Glasser, Mrs. Carole
Santrock, Mr. John

Budget Committee

Kauffelt, Mr. T. D., Chair
Bannerot, Dr. Frederick G.
Hairston, Dr. Shirley
Kuhns, Mr. Dewey E. S.
Ray, Mr. John L.
Rugeley, Mrs. Virginia
Smith, Mrs. Helen

Building and Grounds

Santrock, Mr. John, Chair
Glasser, Mrs. Carole
Kauffelt, Mr. T. D.
Kuhns, Mr. Dewey E. S.
Smith, Mr. James C.

Finance Committee

Jacobson, Mr. Bernard H., Chair
Anderson, Mrs. Margaret
Fisher, Mr. Arthur C.

Gifts, Bequests and Endowment

Anderson, Mrs. Margaret, Chair
Fisher, Mr. Arthur C.
Jacobson, Mr. Bernard H.

Insurance Committee

Smith, Mr. James C., Chair
Anderson, Mrs. Margaret
Jacobson, Mr. Bernard H.

Long Range Planning Committee

Smith, Mrs. Helen, Chair
Bannerot, Dr. Frederick G.
Cheshire, Mr. William P.
Gallian, Mrs. Edna
Hairston, Dr. Shirley
Rugeley, Mrs. Virginia

Personnel Committee

Bannerot, Dr. Frederick G., Chair
Glasser, Mrs. Carole
Kuhns, Mr. Dewey E. S.
Rugeley, Mrs. Virginia

Special Resources Committee

Gallian, Mrs. Edna, Chair
Cheshire, Mr. William P.
Ray, Mr. John L.

Services Committee

Ray, Mr. John L., Chair (Chas.)
Fisher, Mr. Arthur C. (Sissonville)
Gallian, Mrs. Edna (Clendenin)
Santrock, Mr. John (Nitro)
Smith, Mrs. Helen (Dunbar)
Smith, Mr. James C. (Elk Valley)

Approval of Bills. The Library Director submitted Book Bills List No. 314 ($24,896.06) and General Bills List No. 314 ($20,713.65) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Gallian, seconded by Mrs. Smith, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 312 ($2,016.61) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Gallian, seconded by Mrs. Rugeley, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 7, 1983

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on September 7, 1983 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mrs. Anderson
Dr. Bannerot
Mr. Fisher
Dr. Hairston
Mr. Kauffelt
Mr. Kuhns
Mr. Ray
Mrs. Rugeley
Mrs. Smith

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director, Miss Lorena Ammar, Administrative Assistant, Miss Ruth Figgatt, Chief Processing Librarian and Mrs. Claudia Benton, Assistant Processing Librarian.

Dr. Wallace, President, presided. The Assistant Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes of July 8, 1983. Mr. Stern stated that Mr. Cheshire had indicated, in response to Mr. Stern's inquiry, that his (Mr. Cheshire's) motion had been correctly reported in the Minutes of the Meeting of July 8, 1983.

In view of this report, it was regularly moved, seconded and unanimously carried that the minutes of the July 8, 1983 meeting be approved as presented previously.

Approval of Minutes of August 10, 1983. The minutes of the August 10, 1983 meeting were approved.

Processing Department's Visit. The President remarked that the Library Director and he had talked about inviting the staff of the Main Library to attend a Board of Directors Meeting so they could meet the members of the Board.

After introductions by the Library Director of Miss Ruth Figgatt, Chief Processing Librarian and Mrs. Claudia Benton, Assistant Processing Librarian, the meeting then moved to the Processing Department where Miss Figgatt and Mrs. Benton spoke briefly on some of the Department's activities.

1. A display and brief description of the LIBRIS II on-line book ordering system made available to Library on 2-3 month trial basis by Baker and Taylor, the Library's leading jobber.

2. A display and outline of the functions of the Library's on-line terminal to OCLC for cataloging and for the production of library cards.

3. Other members of the staff who participated in the demonstrations were as follows: Mae Thomas, Sandra Dempsey, Dora Skeens, Sharon Megginson, Susan Ferguson, Vicky Townsend, Sandra Trimble, Barbara Jackson and Barbara Straughter.

The Board Members then returned to the Library Board Room to resume their meeting.

Library Director's Monthly Report. In the interest of saving time, no oral report was given by the Library Director.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Kauffelt, Chairman, reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $260,000.00 yielding 8.90%, purchased from the National Bank of Commerce on September 7, 1983, to mature on September 13, 1983. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
September 13, 1983	$290,000.00	September 20, 1983
September 20, 1983	250,000.00	September 27, 1983
September 27, 1983	300,000.00	October 4, 1983
October 4, 1983	275,000.00	October 11, 1983

Reserve Balance. Mr. Kauffelt, Chairman, reported that it was necessary to create a reserve balance in the amount of $62,160.00 for the purpose of carrying forward this sum as to make payments in 1983/1984 on obligations made during the fiscal year 1982/1983. These accounts, with amounts, are recorded as follows:

Long Range Planning Project	$ 7,374.00
Automated Circulation System	50,000.00
Clendenin Public Library	331.00
Nitro Public Library	4,455.00
	$62,160.00

After discussion, upon motion by Mr. Kauffelt, seconded by Mr. Kuhns, it was moved that the listed accounts and their amounts be carried forward and paid after July 1, 1983 and that the total of $62,160.00 be added to the budget for fiscal year 1983/1984. Motion carried.

Audit of Special Funds. The Assistant Library Director reported on management's investigation of the purposes, feasibility and cost of a "first-time" audit of the Library's Special Funds Account, now worth about $50,000.00. He remarked that this account represented the pooling of the accumulation of money gifts and interest income thereon, including trusts, bequests, memorials and endowments, largest among which are the Bradford, Hawkins, Hanson, Jacobson and Boiarsky funds, respectively. He reported that the Library's auditors, Arnett and Foster, had proposed an unqualified opinion first-time audit at an estimated cost of $1,500.00 - $2,000.00 with successive annual cost between $400.00 - $750.00. Inasmuch as Interest Income on the Special Funds exceeds

$4,000.00 annually, it was suggested that the audit cost could be paid out of Interest Income - Special Funds.

In the lively discussion that followed, concern was expressed about the relationship between the audit costs and the relatively small total assets involved and the use of gift monies for a purpose, however worthwhile, probably not envisioned by donors. It was suggested that Special Funds audits might be included with the Library's regular audit for 1983/1984, to be paid for out of the regular budget. Following discussion, it was moved by Mr. Kauffelt, seconded by Mr. Kuhns that the proposal to audit the Library's Special Funds Account be tabled. Motion carried.

Library Board Membership Committee. Mrs. Smith reported that the Kanawha County Board of Education would act on the Library Board's recommendation to appoint Mr. Gary Ellis, to fill the unexpired term of Mr. Donald F. Springer, at its meeting of September 14, 1983.

In the matter of filling the unexpired term of Mrs. Anne North, Mrs. Smith reported that a partial list of candidates, prepared by the administration and staff, was mailed to each Library Board Member. The Committee plans to submit its recommendations--probably for a non-Charleston resident--at the next Library Board Meeting.

Services Committee. The President stated that The Rules and Regulations for the Use of The John V. Ray Room has been referred to the Services Committee.

NEW BUSINESS

Middle Atlantic Regional Library Federation (MARLF) and Library and Information Technology Association (LITA) of the American Library Association. The Library Director reported that MARLF and LITA Meeting is scheduled to be

held in Baltimore, Maryland, on September 18-21, 1983. The Library Director is Vice-President of MARLF. He asked for authorization to attend.

Following discussion, upon motion by Mr. Kuhns, seconded by Mr. Fisher, it was unanimously

RESOLVED, That the Library Director be authorized to attend the Middle Atlantic Regional Library Conference and Library and Information Technology Association Meeting which is scheduled to be held in Baltimore, Maryland, on September 18-21, 1983 and that his expenses, not to exceed $758.00, be paid.

Motion carried.

Conference on Integrated Online Library Systems. The Library Director reported that a Conference on Integrated Online Library Systems will be held in Columbus, Ohio, on September 26-27, 1983. He asked authorization for the Assistant Library Director to attend. Following discussion, upon motion by Mr. Kuhns, seconded by Mr. Fisher, it was unanimously

RESOLVED, That the Assistant Library Director be authorized to attend the Conference on Integrated Online Library Systems scheduled to be held in Columbus, Ohio, on September 26-27, 1983 and that his expenses, not to exceed $500.00, be paid.

Motion carried.

Pittsburgh Regional Library Conference. The Library Director reported that a meeting of the Board of Directors of the Pittsburgh Regional Library Conference will be held in Frostburg, Maryland, on September 16, 1983. He stated that the Assistant Library Director is on the Board of Directors of PRLC and asked authorization for him to attend the meeting. Following discussion, upon motion by Mr. Kuhns, seconded by Mr. Fisher, it was unanimously

RESOLVED, That the Assistant Library Director be authorized to attend the Pittsburgh Regional Library Conference of the Board of Directors Meeting scheduled to be held in Frostburg, Maryland, on September 16, 1983 and that his expenses, not to exceed $155.00, be paid.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 315 ($20,322.63) and General Bills List No. 315 ($22,554.14) duly certified and approved in accordance with the Bylaws, and on motion by Dr. Hairston, seconded by Mr. Ray, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 313 ($665.97) duly certified and approved in accordance with the Bylaws and on motion by Dr. Hairston, seconded by Mrs. Smith, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjoured.

President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 5, 1983

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on October 5, 1983 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mrs. Anderson
Mr. Ellis
Mrs. Gallian
Mrs. Glasser
Mr. Kauffelt
Mr. Ray

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director, Miss Lorena Ammar, Administrative Assistant, and for the first part of the meeting Miss June R. Martin, Chief, Reference Librarian, Miss Frances Gerard, Assistant Reference Librarian, Mrs. Sylvia Newman, Assistant Reference Librarian, Miss Gretchen Schwinger, Assistant Reference Librarian, Mr. Moshin Ghazi, Library Aide, Mr. Peter Grandal, Library Aide, and Mr. Wilbur Mason, Library Aide.

Dr. Wallace, President, presided. The Assistant Director served as Secretary. The Secretary reported that a quorum was present.

The President welcomed Mr. Gary Ellis, at this, his first meeting as a reappointed member of the Library Board. Also welcomed were members of the Reference Department Staff.

The minutes of the September 7, 1983 meeting were approved.

Correspondence. The Library Director reported that the Library was in receipt of a letter from Robert E. Kittle, Superintendent, Kanawha County Schools. It reads as follows:

"September 19, 1983

"Mr. Nicholas Winowich, Director
Kanawha County Public Library
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"At the regular meeting of the Kanawha County Board of Education on Thursday, September 15, 1983, Mr. Gary Ellis was unanimously approved to serve as a member of the Kanawha County Public Library Board of Directors to complete the unexpired term of Mr. Donald F. Springer which ends June 30, 1987.

"This appointment was made in compliance with the nomination made in the Library Board of Directors meeting on August 10, 1983, and in accordance with your request of August 11, 1983."

Sincerely,

/s/ Robert E. Kittle

Robert E. Kittle
Superintendent of Schools

"REK/bp

Reference Department Visit. The Library Director introduced Miss Frances Gerard, Assistant Reference Librarian, and then Miss June Martin, Chief, Reference Librarian.

Miss Martin spoke, first, on the many important contributions Miss Gerard had made to the Library and to the Department during her twenty-nine years of service. Miss Martin remarked on her particular skills in dealing with government documents and helping patrons find and use them. Miss Gerard was described as the "original (inter-library loan) networker."

Miss Martin then described some of the important responsibilities of the Reference Department. The Library's question-answering service, she said, was very significant. The Department answers all kinds of questions from simple to complex by a variety of media--phone, mail and in person--to patrons from all walks of life--students, business people, hobbyists, people pursuing family roots, etc. Miss Martin concluded her remarks with the observation that, within the profession, the quality of a library was generally judged by the competence and size of its Reference Department. Miss Martin said that Kanawha County Public Library's was the best in the State.

Miss Martin then introduced the other reference staff members who were present at the meeting. They were: Gretchen Schwinger, Assistant Reference Librarian, Sylvia Newman, Assistant Reference Librarian, Wilbur Mason, Moshin Ghazi and Peter Grandal. Each staff member spoke briefly on his/her function in the Reference Department. Miss Martin mentioned departmental staff members who were not present: Onnalee Arcuri, Wilma Higginbotham, Frances Popp, Robert Norton and Robert McCracken.

Library Director's Monthly Report. No oral report was given by the Library Director.

Reports of Committees.

Budget Committee.

Cash Management. The Assistant Library Director reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $270,000.00 yielding 9.00%, purchased from the National Bank of Commerce on October 4, 1983, to mature on October 11, 1983. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
October 11, 1983	$300,000.00	October 18, 1983
October 18, 1983	300,000.00	October 25, 1983
October 25, 1983	360,000.00	November 1, 1983
November 1, 1983	430,000.00	November 8, 1983
November 8, 1983	380,000.00	November 15, 1983

Cash Management of Finance Committee Funds. The Assistant Library Director reported that the Finance Committee's $50,000.00 in 182-Day Money Market Certificate, at 8.79%, held under safekeeping receipts at Kanawha Valley Bank, would mature October 13, 1983, earning interest of $2,193.47. Upon motion of Mr. Ray, seconded by Mr. Kauffelt, it was unanimously

> RESOLVED, That the Treasurer of the Library Board be and is hereby authorized to invest $45,000.00 to the account of Kanawha County Public Library Finance Committee in one (1) 182-Day Money Market Certificate of Deposit of $20,000.00, and one (1) 182-Day Money Market Certificate of Deposit of $15,000.00, and one (1) 182-Day Money Market Certificate of Deposit of $10,000.00, effective October 14, 1983.

Motion carried.

Grant-In-Aid 1983/1984. The Assistant Library Director reported that the Library was in receipt of a letter dated September 22, 1983 from Mr. Frederic J. Glazer, Director of the West Virginia Library Commission, stating that the Library's Grant-In-Aid allotment for 1983/1984 would be reduced by $21,545.00 from $2.52 to $2.42. He reported that in April, 1983 the Library Board prepared against such eventuality by appropriating $32,317.00 of previously anticipated 1983/1984 income to the Unallocated (or "hold back") Account. In consequence, the "hold back" will cushion this blow so that no actual cuts in operations need be considered at this time. He expressed that hope--with something less than great confidence--that there would be no further GIA cuts this year. He concluded by saying

that we could probably absorb another 10¢-15¢ in GIA cuts without any significant reduction of the currently budgeted level of operations.

Audit 1982/1983. The Assistant Library Director reported that Arnett & Foster, CPA's, had submitted the preliminary draft of their Financial Statement and their Management Letter for Kanawha County Public Library's 1982/1983 fiscal year. Mr. Stern said that the Library's Financial Statements would be prefaced with the auditors' "clean" opinion, that is, no problems and no reservations, and the brevity of the Management Letter indicated that most of the procedural recommendations previously made had been adopted. In conclusion, Mr. Stern said that a report would be made in greater detail when final copies are received from the auditors and distributed to Board members.

Building and Grounds Committee. In the absence of Mr. Santrock, Chairman, the Library Director reported on the Committee's meeting, October 4, 1983, in the Library Board Room, to receive and consider the WEX Corporation's proposal on energy conservation. WEX presented a summary of estimated costs and savings--based on their analysis of gas and electricity bills, inspection of architectural plans and site visitations follows:

	ESTIMATES, $	
BUILDING	SAVINGS/YEAR	IMPLEMENTATION COSTS
Charleston	4,500	18,000
St. Albans	750	1,500
Dunbar	400	1,500
Elk Valley	300	1,000
	$5,950	$22,000

In the absence of a committee quorum, no recommendation was submitted. Following discussion, the President referred the matter to the Building and Grounds Committee.

Personnel Committee. In the absence of Dr. Bannerot, Chairman, the Assistant Library Director reported that he had met with the Committee to consider a proposal submitted by Ms. Janeann King, at the invitation of the Assistant Library Director, to prepare and submit a job classification audit for Kanawha County Public Library at a cost of $2,070.00, not including travel expenses. Mr. Stern asserted that there was substantial need for such an audit because the number of library personnel has more than doubled since the current paygrade schedule - 9 for clerks and custodians and 6 for librarians - was put in place over 10 years ago, and that there were in his judgement, a number of job upgrades to consider which ought to be carefully done.

Mr. Stern reported that he had carefully checked Ms. King's credentials (she is Director of West Virginia Civil Service) and found that she is well qualified by training and experience and is well regarded by her professional peers. Mr. Stern said, also, that he had checked with two people, both of whom felt that her price was reasonable. Mr. Stern pointed out that there was some time pressure if such a job classification audit were to be used for the 1984/1985 Budget. He concluded by saying that the Committee had recommended favorable consideration by the Board for the proposal.

After extended discussion, upon motion of Mr. Ellis, seconded by Mr. Kauffelt, it was unanimously

RESOLVED, That the recommendation of the Personnel Committee to accept the proposal submitted by Janeann King to do a classification plan for paygrades at a sum of $2,070.00 be accepted.

Motion carried.

Library Board Membership Committee. In the absence of Mrs. Smith, Chairman, Mrs. Glasser reported that the Committee had met to consider a candidate to fill the vacancy on the Library Board of Directors created by the resignation of Mrs. Anne C. North, whose term expires on June 30, 1988.

Mrs. Glasser presented the name of Bruce Moss, a St. Albans resident, to fill the vacancy. After discussion and upon motion by Mrs. Gallian, seconded by Mrs. Anderson, the following resolution was unanimously adopted:

> RESOLVED, That Mr. Bruce Moss be nominated to fill the unexpired term of Mrs. Anne C. North which ends June 30, 1988; and
>
> RESOLVED FURTHER, That the said nominations be reported to the Board of Education of the County of Kanawha with the request that the said nominee be duly elected.

Motion carried.

NEW BUSINESS

West Virginia Library Association Annual Conference. The President reported that the West Virginia Library Association Annual Conference is scheduled to be held at Oglebay Park in Wheeling, West Virginia, on October 20-22, 1983. Following discussion, upon motion by Mrs. Glasser, seconded by Mr. Ray, it was unaminously

> RESOLVED, That the expenses of one Library Board Member, the Library Director, and four librarians not to exceed, $1,150.00 be paid for attendance at the West Virginia Library Association Conference held at Oglebay in Wheeling, West Virginia.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 316 ($11,550.10) and General Bills List No. 316 ($22,061.26) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Ray

seconded by Mrs. Glasser, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 314 ($1,635.99) duly certified and approved in accordance with the Bylaws and on motion by Mr. Ray, seconded by Mrs. Glasser, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 9, 1983

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on November 9, 1983 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mrs. Anderson
Dr. Bannerot
Mr. Cheshire
Mrs. Gallian
Mrs. Glasser
Dr. Hairston
Mr. Kuhns
Mr. Moss
Mrs. Rugeley
Mrs. Smith

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director, and Miss Lorena Ammar, Administrative Assistant.

Dr. Wallace, President, presided. The Assistant Director served as Secretary. The Secretary reported that a quorum was present.

The President welcomed Mr. Bruce Moss, the newest Board member.

The minutes of the October 5, 1983 meeting were approved.

Correspondence. The Library Director reported that the Library was in receipt of a letter from Robert E. Kittle, Superintendent, Kanawha County Schools. It reads as follows:

"October 25, 1983

"Mr. Nicholas Winowich, Secretary
Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301

"Dear Mr. Winowich:

"At the regular meeting of the Kanawha County Board of Education on Monday, October 24, 1983, Mr. Bruce Moss was unanimously approved to serve as a member of the Kanawha County Public Library Board of Directors to complete the unexpired term of Mrs. Anne C. North which ends June 30, 1988.

"This appointment was made in compliance with the nomination made in the Library Board of Directors meeting on October 5, 1983, and in accordance with your request of October 6, 1983.

"Sincerely,

/s/ Robert E. Kittle

Superintendent of Schools

"REK/bp"

Reports of Committees.

Budget Committee.

Cash Management. The Assistant Library Director reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $435,000.00 yielding 8.75%, purchased from the National Bank of Commerce on November 8, 1983, to mature on November 15, 1983. The following Certificates of Deposit purchases are planned.

Purchase Date	Amount	Maturity Date
November 15, 1983	$390,000.00	November 22, 1983
November 22, 1983	350,000.00	November 29, 1983
November 29, 1983	410,000.00	December 6, 1983

Budget/Long Range Planning Committee. Mrs. Smith, Chairman and Mr. Stern reported on the Joint Meeting of the Budget Committee and the Long Range Planning Committee meeting which was held on November 8, 1983 at 3:00 p. m. in the Board Room of the Library. Those in attendance were: Dr. Wallace, Mr. Ray, Mrs. Rugeley, Mrs. Gallian, Mr. Kauffelt, Mrs. Smith, Mr. Stern, Mr. Winowich and Mrs. Sara Sue Wright, Chief Circulation Librarian. The purpose of the meeting was to consider the purchase and installation of an Automated Circulation System. Mr. Stern said the Automated System would include all libraries in the county system. He explained the cost of the entire system and how the funds would be raised and how the System worked. He also gave some of the advantages of an Automated Circulation System. Included were the following:

1. Retrieve more overdue books and retrieve them more quickly.
2. Locate "available-to-circulate" copy(ies) of any title anywhere in the system.
3. Eliminate manual filing.
4. Improve services to patrons using the library by faster checkout of materials.
5. Make book purchasing more responsive to demand.

Mr. Stern said that VTLS was a proven system with successful installations in public libraries in Huntington, West Virginia; Beckley, West Virginia (the "southern five"); Tempe, Arizona and Columbus, Ohio.

He summarized costs as follows, pointing out that some costs could, at this point, only be estimated and might well run a bit higher:

$199,200 - Basic Hardware from Hewlett Packard

34,600 - Bar Code Readers & Terminals

36,500 - Communication Equipment & Phone Line Installation

20,000 - Environmental Costs

10,000 - VTLS Software Costs

7,200 - Miscellaneous

$307,500

The total cost of $307,500.00 will be divided roughly as follows: West Virginia Library Commission - est. $121,000.00, about 40%; South Charleston Public Library - about $24,000.00 and Kanawha County Public Library's share - approximately $162,500.00.

Mr. Stern added that the System would increase annual operating costs about $65,000.00 for about two years because of hardware/software maintenance contracts, bigger phone and electricity bills and a "systems manager" to supervise implementation. He concluded with the statement that another $50,000.00 for additional terminals and communication would be needed in two to three years to make possible the replacement of the public card catalogs by the electronic "on line public access catalog."

Mrs. Smith said that the committee had discussed all proposals.

Following discussion, upon motion of Mrs. Smith, seconded by Dr. Bannerot, it was unanimously

RESOLVED, That the Kanawha County Public Library purchase the Automated Circulation System described in detail to the Directors at this meeting for an amount not to exceed $307,500.00 with funding for the purchase to be furnished by the West Virginia Library Commission in the amount of not less than $120,700.00, by the South Charleston Public Library in the amount of not less than $24,100.00 and by the Kanawha County Public Library in the amount not less than $162,700.00;

RESOLVED FURTHER, That all contracts for the purchase of the Automated Circulation System be approved by the Board of Directors prior to the execution thereof on behalf of Kanawha County Public Library.

Motion carried.

Upon motion of Mrs. Smith, seconded by Mrs. Rugeley, it was

unanimously

RESOLVED, That Kanawha County Public Library Board of Directors authorizes the appropriation of $101,000.00 from its cash and investment balances of June 30, 1983 to a line item in the current budget document entitled, Automated Circulation System.

Motion Carried.

Upon motion of Mrs. Smith, seconded by Mrs. Gallian, it was

unanimously

RESOLVED, That Kanawha County Public Library enter into an agreement with Virginia Polytechnic Institute and State University for the acquisition of the software for the Automated Circulation System to be acquired by the Library for the sum of $10,000.00;

RESOLVED FURTHER, That the President of the Library be and he is hereby authorized and directed to sign an agreement with Virginia Polytechnic Institute and State University on behalf of the Library for the software and to do all other things necessary to complete the transaction.

Motion carried.

Social Security Refunds. The Assistant Library Director reported that the West Virginia Library Commission had informed the Library Director that library part-time employees were entitled to Social Security refunds. He stated that 81 of the library's current and former part-time employees will receive refund checks for the years 1979, 1980, 1981, 1982 and part of 1983.

The Library will receive a total sum of $20,663.26 in refund payments for the years stated above. One-half of the payment will be for the 81

employees and one-half will be for the Library (employer's share). It was suggested that a special bank account be established with the Kanawha Valley Bank to take care of these refund payments.

After discussion, upon motion of Dr. Hairston, seconded by Mr. Kuhns, the following resolution was adopted:

WHEREAS, Kanawha County Public Library has received or will receive the total sum of $20,663.26 in refunded Social Security payments for the years 1979, 1980, 1981, 1982 and part of 1983; and,

WHEREAS, $10,331.63, being half of the total amount, consists of the "employees' contribution" to Social Security that is to be refunded to eighty-one (81) part-time Kanawha County Public Library current and former employees; and,

WHEREAS, It has been deemed prudent for purposes of audit and control to handle these refunds separate from the Library's regular operations; and,

WHEREAS, A separate bank account is necessary to effect the desired objective; it is therefore,

RESOLVED, That Kanawha Valley Bank, N. A. of Charleston, West Virginia be and hereby is authorized and directed to pay checks, drafts or other orders for the payment of money, drawn on this corporation, including those drawn to the individual order of a signer, when signed in the following manner; and,

THEREFORE, BE IT RESOLVED FURTHER, That the President, Library Board of Directors, or the Library Director, be and hereby are authorized and directed to sign all such Social Security refund checks.

Motion carried.

Building and Grounds Committee. In the absence of Mr. Santrock, Chairman, the Library Director reported that the Committee met on October 31, 1983 at the Elk Valley Branch Library to discuss the insurance carriers' rejection of the Library's claim for damages sustained from

blasting in April, 1983. Mr. Kauffelt chaired the meeting. In view of the facts that the contractor's carrier denied any liability and our own carrier would allow only $600.00 against our claim for $6,000.00, the Committee felt that further vigorous negotiating steps be taken including the possibility of legal action.

The Committee also recognized that necessary repairs should be made forthwith and suggested that the Library Director draw up suitable plans and specifications. The Library Director had contacted Robert Wilson, A.I.A. of Wilson and Goff Architectural Firm. The Library Director reported advertisements will be placed in the Charleston Daily Mail and The Charleston Gazette for bids to repair the drain. He said opening of bids will take place on December 6, 1983 in the Board Room at the Library.

After discussion, upon motion of Mr. Kuhns, seconded by Mr. Cheshire, it was unanimously

RESOLVED, That the Library Director be and he is hereby authorized to proceed with the bids on the Elk Valley Library drain project.

Motion carried.

Special Resources Committee. Mrs. Gallian, Chairman, reported that the Library Director had asked for authorization to spend an amount not to exceed $2,000.00 from the Steele A. Hawkins, Jr. Fund to purchase additional software for the Displaywriter and to renew the maintenance contract on the equipment. After discussion, upon motion of Mrs. Gallian, seconded by Mr. Kuhns it was unanimously

RESOLVED, That the Library Director is and hereby authorized to spend a sum not to exceed $2,000.00 from the Steele A. Hawkins, Jr. Fund for the purchase of additional software for the IBM Displaywriter and to renew maintenance contract on the equipment.

Motion carried.

NEW BUSINESS

Change of January, 1984 Board Meeting. The Library Director reported that the American Library Association will hold its Midwinter Meeting from January 7, 1984 to January 12, 1984. He stated that the Assistant Director and he had planned to attend. Upon motion of Mr. Kuhns, seconded by Mrs. Anderson, it was moved that the date of January, 1984 Library Board meeting be changed from January 11, 1984 to January 4, 1984.

Middle Atlantic Regional Library Federation Meeting. The Library Director reported that the MARLF Meeting is scheduled to be held in Baltimore, Maryland, on November 15-16, 1983. The Library Director is Vice-President of MARLF. He asked for authorization to attend.

Following discussion, upon motion by Mr. Kuhns, seconded by Mrs. Anderson, it was unanimously

> RESOLVED, That the Library Director be authorized to attend the Middle Atlantic Regional Library Meeting which is scheduled to be held in Baltimore, Maryland, on November 15-16, 1983 and that his expenses, not to exceed $300.00, be paid.

Motion carried.

Library Board Committee Assignments. Dr. Wallace reported that he has assigned Mr. Ellis to serve the following committees: Budget, Long Range and Service Committees. He also stated that he has assigned Mr. Moss to serve on the following committees: Book, Long Range and Service Committees.

West Virginia Ethics Program. Dr. Wallace described this Program, sponsored by the West Virginia Arts and Humanities Foundation, and the West Virginia Board of Regents described the Library's participation and urged interested Board members to attend.

Approval of Bills. The Library Director submitted Book Bills List No. 317 ($27,844.70) and General Bills List No. 317 ($30,963.62) duly certified

and approved in accordance with the Bylaws, and on motion by Dr. Bannerot, seconded by Dr. Hairston, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 315 ($896.81) duly certified and approved in accordance with the Bylaws and on motion by Dr. Bannerot, seconded by Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

Dolph Wallace
President

Joel Stern
Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 7, 1983

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on December 7, 1983 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Dr. Bannerot
Mr. Ellis
Mrs. Gallian
Mrs. Glasser
Mr. Moss
Mrs. Rugeley
Mr. Santrock

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director, Miss Lorena Ammar, Administrative Assistant, and Mrs. Deborah Loeding, Circulation Librarian.

Dr Wallace, President, presided. The Assistant Director served as Secretary.

The Secretary reported that a quorum was present.

The minutes of the November 9, 1983 meeting were approved.

Reports of Committees.

Long Range Planning Committee.

User/Non-User Patron Survey. After an introduction by the Library Director, Mrs. Deborah Loeding, Chairperson of the SELF (Staff Evaluating Library Future) Patrons Committee, reported on the desirability, feasibility and cost of a User/Non-User Patron Survey. Mrs. Loeding stated

that the patron survey was considered a key element in library long range planning because it provides a "reality check" on two key questions; (1) Is the Library's perception of the value and quality of its services the same as its patrons? and (2) Why are potential users not using the Library?

Mrs. Loeding reported that surveys had been discussed with two local vendors--Charles Ryan Associates and In The Black (ITB)--as well as with Dr. Don Bubenzer of COGS. The Ryan proposal was set aside as too expensive and a largely in-house survey, in collaboration with Dr. Bubenzer, it was felt to be too time-consuming and subject to methodological and statistical error.

ITB would conduct a phone survey, guaranteeing at least 1,000 responses, among users and non-users with analysis of the findings and recommendations based thereon for $4,800.00. ITB staff would conduct the survey; their consultant, Dr. Edward Ty Garner, President of Cambridge Research in Charleston and ITB's consultant, would do the analytical work.

The President stated that there were funds in the Long Range Planning Project account.

After considerable discussion, upon motion of Mrs. Rugeley, seconded by Dr. Bannerot, it was unanimously

> RESOLVED, That the Library Board accept the proposal submitted by In The Black (ITB) for the purpose of conducting a survey of patrons and non-patrons of the library system at a cost of $4,800.00.

Motion carried.

Automated Circulation System.

West Virginia Library Commission Grant. In response to the Library's application to West Virginia Library Commission for a "Special Automation Grant" in the sum of $125,192.00, the Library Commission advised

the Library, in its letter of November 21, 1983 that we would receive $115,000.00 for the Automated Circulation System. The Assistant Director stated that the Library expects to place an order with Hewlett-Packard for the bulk of the hardware within the next two weeks. An order with VTLS (Virginia Tech Library System) software was submitted November 17, 1983.

South Charleston Public Library. The Assistant Director expressed confidence, based on informal meetings which included, Mr. Kauffelt, Mr. Winowich and Mr. John Lukens of the South Charleston Library Board, that a mutually satisfactory way would be found to bring them into the system despite South Charleston's estimated $9,000.00 - $12,000.00 "short fall." The Assistant Director said that the details, technical and partly legal in nature, remain to be worked out. This will be successfully done, the Assistant Director concluded, because discussions are being conducted in a non-adversarial atmosphere.

Building and Ground Committee.

St. Albans Branch Library. Mr. Santrock, Chairman, reported that the Committee had met at 3:00 p. m. prior to the Library Board meeting to consider the installation of a new canopy roof drain and replace slate sidewalk at the main entrance at the St. Albans Branch Library. Mr. Santrock stated that the committee had utilized the services of R. L. Wilson and Jerry L. Goff, architects. Mr. Wilson had drawn up the plans and specifications for the project. Mr. Santrock reported that the Library had received three estimates for the project. The bidders are as follows:

Bidder	Amount
Harper Homes	$4,363.00
Versatile Construction	3,250.00
Paul E. Lee, Contractor	2,620.00

After discussion, upon motion of Mr. Santrock, seconded by Mr. Moss, it was unanimously

RESOLVED, That the Library accept the estimate of Paul E. Lee, Contractor, for $2,620.00 for the removal and replacement of the front concrete apron at the St. Albans Branch Library and installation of a drain line.

Motion carried.

Elk Valley Branch Library. It was reported that both insurance companies - the contractor's carrier and the library's carrier - denied any liability. It was suggested that the Library sue if necessary. Water is still coming out in the basement.

Mr. Santrock, Chairman, reported that advertisements have been placed in The Charleston Gazette and Charleston Daily Mail on November 11, 1983 and November 18, 1983 inviting firms to bid on the project to make repairs and corrections to the foundation drain line at the Elk Valley Branch Library.

Received bid from the following:

Bidder	Base Bid	Rock Removal $/cu yd	Calendar Days
Tayvar Construction Co., Inc.	$11,250.00	$100/cu yd	152

It was estimated the project would cost approximately $12,000.00 - $12,500.00 plus architect's fee with completion within 152 days. The Committee discussed the architect's fee at their meeting held on December 6, 1983.

The question arose of readvertising because of only one bid. The Library Director had checked with the Purchasing Department of the Board of Education and was informed that single-bids were awarded by the Board of Education.

After discussion, upon motion of Mr. Santrock, it was unanimously

RESOLVED, That the Library Board award the contract for drain line repairs to the Elk Valley Library to Tayvar Construction Co., Inc. for a sum of $11,250.00 for base bid plus $100/cubic yard for rock removal.

Motion carried.

Computer Room Mr. Santrock asked that an architect be given an opportunity to develop plans and specification for the Computer Room. After plans and specifications are written the project should then be advertised for bids. It is estimated that the project cost would be between $20,000.00 - $25,000.00 with the money coming from the Automated Project Fund.

After discussion, upon motion of Mr. Santrock, seconded by Mr. Ellis, it was unanimously

RESOLVED, That the architectural firm of R. L. Wilson - Jerry R. Goff, Associated Architects be employed to develop plans and specifications for the Computer Room.

Motion carried.

Energy Conservation. Mr. Santrock, Chairman, reported that the Committee met with Dr. Doug McChesney of the WEX Corporation, to discuss their preliminary study of energy savings possibilities at the Main Library and at the three larger branches--St. Albans, Dunbar and Elk Valley. Mr. McChesney estimated savings of approximately $1,500.00 per year (about 33% savings at current gas and electricity rates) from an expenditure of $4,000.00 - $5,000.00, including $1,000.00 to WEX Corporation for the

detailed energy audit. This would yield a three-year pay out. A similar program for the Main Library would cost about $22,000.00 with a four to five-year pay out because of energy conservation steps previously taken. It is hoped that such a project will be undertaken at the Main Library within the next few years.

After discussion, upon motion of Mr. Santrock, seconded by Mrs. Glasser, it was unanimously

RESOLVED, That the Library accept the contract as submitted by the WEX Corporation to conduct an energy audit for the branches in St. Albans, Dunbar and Elk Valley at a sum not to exceed $5,000.00 be accepted.

Motion carried.

Budget Committee.

Cash Management. In the absence of Mr. Kauffelt, Chairman, the Assistant Library Director reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $355,000.00 yielding 9.08%, purchased from the Charleston National Bank on December 6, 1983, to mature on December 13, 1983. The following Certificates of Deposit purchases are planned.

Purchase Date	Amount	Maturity Date
December 13, 1983	$370,000.00	December 20, 1983
December 20, 1983	375,000.00	December 27, 1983
December 27, 1983	375,000.00	January 3, 1984
January 3, 1984	375,000.00	January 10, 1984

Audit Report for Fiscal Year 1982/1983. The President reported that the Library was in receipt of the annual audit of cash receipts and disbursements Report for the Fiscal Year ended June 30, 1983. He said the report will be referred to the Budget Committee.

Accounting Manual. The President reported that the Library Director and the Assistant Library Director had prepared a preliminary draft of the Accounting Manual. He said the manual would be referred to the Budget Committee for study and their recommendation.

NEW BUSINESS

American Library Association Midwinter Conference. Upon motion of Mr. Ellis, seconded by Mrs. Rugeley, it was unanimously

> RESOLVED, That the Library Director and the Assistant Director be authorized to attend the American Library Association Conference to be held in Washington, D.C., January 7-12, 1984 and that expenses for both not to exceed $1,400.00 be paid.

Motion carried.

Change of Day and Time of Board Meetings. The President reported that it was suggested that the day and time of the Library Board Meetings be changed. He asked the Library Director to conduct a survey among the Library Board members for a suitable day and time.

Approval of Bills. The Library Director submitted Book Bills List No. 318 ($16,999.25) and General Bills List No. 318 ($22,601.78) duly certified and approved in accordance with the Bylaws, and on motion by Dr. Bannerot, seconded by Mr. Moss, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 316 ($752.54) duly certified and approved in accordance with the Bylaws and on motion by Dr. Bannerot, seconded by

Mrs. Glasser, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

_____
President

_____
Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 4, 1984

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on January 4, 1984 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Mr. Ellis
Mr. Kauffelt
Mr. Moss
Mrs. Rugeley

Also present were Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant. Mr. Winowich, Library Director, was absent.

In the absence of Dr. Wallace, President, Mrs. Smith, First Vice-President, presided. The Assistant Director served as Secretary. The Secretary reported that a quorum was present.

Correction in Minutes.

The Assistant Director reported that some clarifying language had been added to the copy of the minutes of the December 7, 1983 meeting that had been mailed to Library Board Members on December 28, 1983. The additions, all on page 2, are at the end of the paragraph at top of page:

> "Mrs. Loeding reported that the proposal was submitted to the Staff Ad Hoc Committee (Ms. Flagg, Mr. Stern, Mrs. Wright, Mr. Winowich) for its consideration and evaluation,"

and in the Resolution, at the bottom of page 2, the following clarifying clause: "upon recommendation of the Staff Ad Hoc Committee," was added so that the revised Resolution reads:

> RESOLVED, That the Library Board, upon recommendation of the Staff Ad Hoc Committee, accept the proposal submitted by In the Black (ITB) for the purpose of conducting a survey of patrons and non-patrons of the library system at a cost of $4,800.00.

The minutes of the December 7, 1983 meeting, as changed by the additions listed above, were approved.

Reports of Committees.

Budget Committee.

Cash Management. The Assistant Library Director reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $375,000.00 yielding 8.90%, purchased from the Kanawha Banking and Trust Company on January 3, 1984, to mature on January 10, 1984. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
January 10, 1984	$265,000.00	January 17, 1984
January 17, 1984	340,000.00	January 24, 1984
January 24, 1984	345,000.00	January 31, 1984
January 31, 1984	480,000.00	February 7, 1984

Audit Report for 1982/1983. Mr. Stern reported that copies of the Annual Audit Report for 1982/1983 were distributed at the December 7, 1983 Library Board of Directors Meeting. He stated that the report was discussed at an earlier meeting when it was received in preliminary draft. He said the auditors gave the library a "clean" opinion and that most of the procedural recommendations made in prior years' management letters had been adopted.

After discussion, upon motion of Mr. Kauffelt, seconded by Mr. Ellis, it was unanimously

RESOLVED, That the Audit Report, which includes a Financial Report with accompanying Management Letter, for fiscal year 1982/1983, be received and filed.

Motion carried.

Accounting Manual. Mr. Stern reported that a draft of the Accounting Manual has been referred to the Budget Committee. He suggested that this matter be tabled until the March meeting. The Chairperson so ordered.

Budget for Fiscal 1984/1985. Mr. Kauffelt, Chairman, reported that he, Mr. Winowich and Mr. Stern had met to discuss the preliminary draft of the 1984/1985 Budget as prepared by the Assistant Director in consultation with the Director. At the Chairman's request, the Assistant Director gave a summary of the draft:

1. The total Budget will be about $2,375,000.00, or approximately 6% higher than the revised, current 1983/1984 figure.
2. The salary scale will be increased 3%. This will raise the entry level of Junior Clerks to $8,700.00 and for beginning Librarians to $14,668.00. For the two-thirds of our employees with seven years of service or less, individual raises will be about 7.8%. That is to say, the increase in the scale plus the seniority, or "step," increase will total about 7.8%.
3. Only one position has been added: a Library Automation System Specialist for an 18-month term.
4. Utility costs will increase substantially and West Virginia Public Employees Insurance rates will go up about 17%.

5. On the income side, State Grant-In-Aid is being budgeted at $2.42 per capita. This is the actual amount we will receive this year, 1983/1984.

6. We will be asking the levying authorities all that we can ask for based on the property evaluations published March 1983 plus about $25,000.00 more in anticipation of the evaluations to be published in March 1984.

7. No promotions or job upgrades are in the draft Budget. However, it is strongly recommended that first call on additional 1984/1985 income--that will perhaps be as much as $50,000.00--should be for the job upgrades and promotions that will result from the Job Classification Survey now underway.

There was some discussion. The Chairman reported that a meeting of the full Budget Committee will be held next week.

Building and Grounds Committee.

Energy Conservation. Mr. Stern reported that the Library Director had written a letter to Mr. Don R. Richardson, President of the WEX Corporation, on December 20, 1983, authorizing the WEX Corporation to develop an energy conservation program for branch library buildings in Dunbar, Elk Valley and St. Albans. He said the letter also stated that the "energy waste reduction program will include an energy audit and the development of specifications for materials and equipment for implementation of the program in each building." WEX is expected to get started on the audit next week, a week or so later than planned because of delays they encountered in changing the physical location of their offices.

St. Albans Branch Library. The Assistant Director reported that the concrete work on the front apron and the drain line installation, as authorized by the Board at its November 9, 1983 meeting, is underway and should be completed within a few days.

Elk Valley Branch Library. The Assistant Director reported that the scheduling of the repairs to the drain lines, as authorized by the Library Board at its November 9, 1983 meeting, would depend on the weather. In connection with the question of suit by the Library against insurance carriers and/or others, Mr. Kauffelt said while there was nothing new to report, it remains the Committee's firm intention vigorously to pursue all appropriate legal remedies.

Computer Room. The Assistant Library Director reported that the Computer Room is temporarily "on hold" while R. L. Wilson - Jerry Goff, Associated Architects, are drawing up plans and specifications. The Assistant Director added, as an important sidelight, that a firm order for the Automated Circulation System hardware had been placed with Hewlett Packard and for the software with VTLS, both as authorized at the December Board meeting.

South Charleston Public Library. The Assistant Library Director reported that South Charleston Public Library has suffered approximately $4,000.00 water damage to its building and $9,000.00 to books from burst pipes and mains. He added that the Director went to South Charleston immediately after the incident to offer whatever assistance we could. It is believed that South Charleston's insurance will reimburse them for most, if not all the damage.

NEW BUSINESS

In The Black (ITB) Contract. The Assistant Library Director reported that the agreement submitted by ITB has been signed as authorized at the November 9, 1983 Board meeting. He stated that the document was reviewed by Mr. Ray before it was signed. Copies of the signed agreement were distributed to members present.

Approval of Bills. The Assistant Library Director submitted Book Bills List No. 319 ($22,026.35), and General Bills List No. 319 ($30,256.61) and Special Fund List No. 317 ($1,158.21) duly certified and approved in accordance with the bylaws, and on motion by Mr. Kauffelt, seconded by Mrs. Rugeley, it was ordered that the Book Bills and General Bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Assistant Library Director to the Board of Education of the County of Kanawha and that the bills set out on the Special Fund List be paid.

There being no further business, the meeting on motion adjourned.

Helen F. Smith
First Vice-President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 8, 1984

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on February 8, 1984 at 3:00 p. m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Dr. Bannerot
Mr. Ellis
Mrs. Gallian
Dr. Hairston
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mr. Santrock
Mrs. Smith

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

Dr. Wallace, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

Resignation of William P. Cheshire. The Library Director reported that Mr. William P. Cheshire had submitted his letter of resignation from the Library Board of Directors to be effective February 20, 1984. Mr. Cheshire has accepted employment in Washington, D. C.

Upon motion of Mrs. Smith, seconded by Mrs. Gallian, the following resolution was unanimously adopted:

WHEREAS, William P. Cheshire has served Kanawha County Public Library with ability and steadfastness of purpose since July, 1979; and

WHEREAS, William P. Cheshire has furthered the aims and purposes of this institution by his capable service as an active member of the Long Range Planning, Book and Special Resources Committee; and

THEREFORE BE IT RESOLVED, That we accept the resignation of William P. Cheshire with reluctance and regret; and

RESOLVED FURTHER, That this expression of affection and esteem be spread upon the minutes of this meeting and that a copy be sent to our friend and colleague.

Motion carried.

The minutes of the January 4, 1984 meeting were approved.

Reports of Committees.

Building and Grounds Committee.

Energy Conservation. Mr. Santrock, Chairman, reported that the Library Director had received a letter, dated January 24, 1984, from Mr. Don R. Richardson, President of WEX Corporation, outlining recommendations for reducing energy cost at the St. Albans, Elk Valley and Dunbar Libraries, including analysis of current costs, projected savings and estimates of the equipment and installation costs to effect the savings. In response to a question, the Library Director said that the Main Library was not included in the "energy audit" because, while not beyond improvement, it was already very energy-efficient.

Mr. Santrock said that the Building and Grounds Committee recommends that the Library employ the firm of R. L. Wilson and Jerry Goff, architects, to implement recommendations as suggested by the WEX Corporation.

After discussion, upon motion by Mr. Santrock, seconded by Dr. Hairston, it was unanimously

RESOLVED, That the Library Board employ the firm of R. L. Wilson - Jerry R. Goff, Associated Architects, at a sum not to exceed $400.00, to implement energy conservation recommendations at the branch libraries in Dunbar, Elk Valley and St. Albans as proposed by the WEX Corporation.

Motion carried.

St. Albans Branch Library. The Library Director reported that the two projects at the St. Albans Branch Library had been completed. A new tar "built-up" roof cover was installed by Harris Brothers Roofing and Sheet Metal Works and Paul E. Lee, Contractor, removed the slate side walk sections immediately in front of the entrance which were then replaced with concrete.

Elk Valley Branch Library. The Library Director reported that commencement of the $11,000.00 water drainage project, further delayed because of weather, is expected to begin in the near future. Mr. Kauffelt said that we should continue to press for reimbursement from the appropriate insurance carriers, pursuing all available legal remedies.

Budget Committee.

Budget for Fiscal Year 1984/1985. In the absence of Mr. Kauffelt, Chairman of the Budget Committee, Mr. Ray reported that the Budget Committee had met to consider the proposed Budget for fiscal year 1984/1985, as prepared by the Assistant Library Director in consultation with the Library Director and Mr. Kauffelt. At Mr. Ray's request, the Assistant Library Director presented a detailed analysis of the proposed 1984/1985 budget document, stressing these points:

1. The Library pay scales will increase 3% so that beginning salaries for entry-level Junior Clerks and for entry-level Librarians I will be $8,700.00 and $14,688.00, respectively.

2. Individual salary increases will range from 3.1% to 8.2% with roughly two-thirds of the full-time staff receiving 7.8% increases (the 3% "scale increase" plus the annual seniority increment).

3. No present positions are upgraded nor are any promotions included.

4. Only one new position is provided: for the "project manager" of the automated circulation system.

5. The Library Materials budget is increased by 7.6% to $305,000.00

6. There will be substantial increases in certain Other Expense line items, about $40,000.00 of which for operating expenses of the automated circulation system.

7. The requests to the levying authorities will be 100% of the "maximum" as of the March 1983 property valuations plus $25,000.00 from the March 1984 valuations.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Commission of Kanawha County. Mr. Ray moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1984, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Dr. Bannerot, and upon a vote being taken, the motion carried unanimously.

Mr. Ray moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1984, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Dr. Bannerot, and upon a vote being taken, the motion carried unanimously.

Mr. Ray moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1984, which has been approved and adopted by the Library Board, be transmitted to the County Commission of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Dr. Bannerot, and upon a vote being taken, the motion carried unanimously.

It was the sense of the Board that selected additional salary increases for fiscal year 1984/1985 would receive careful consideration at the April or May meeting if additional income becomes available, especially State Grant-In-Aid and/or West Virginia Library Commission Special Insurance Grant. The increases would depend upon recommendations by Management and the Personnel Committee of the Library Board, based on the Job Classification Study, authorized by the Board at its October 5, 1983 meeting, now being conducted by Ms. Janeann King, Executive Director, West Virginia Civil Service Commission.

Cash Management. The Assistant Library Director reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $420,000.00 yielding 8.90%, purchased from the Kanawha Banking and Trust Company on February 7, 1984, to mature on February 14, 1984. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
February 14, 1984	$350,000.00	February 21, 1984
February 21, 1984	320,000.00	February 28, 1984
February 28, 1984	385,000.00	March 6, 1984

UNFINISHED BUSINESS

Survey on Proposed Change on Library Board Meeting Day and Time. The Library Director reported that a telephone survey was conducted on a proposed change to have the Library Board Meetings held on another day and time. The results are as follows:

Day and Time	Votes
a. Monday at 2:00 p. m.	- 10
b. Wednesday at 4:00 p. m.	- 2
c. Monday at 4:00 p. m.	- 1
d. No response	- 5
Total	18

After considerable discussion, upon motion of Dr. Bannerot, seconded by Dr. Hairston, it was moved that the monthly Library Board Meeting day be changed from the first Wednesday at 4:00 p. m. to the second Monday at 4:00 p. m., effective March 12, 1984. A vote being taken, it is recorded as follows: 8 yeas, 1 nay and 1 abstention. Motion carried.

NEW BUSINESS

11th Annual Library Appreciation Day Dinner. The President stated that this dinner, honoring West Virginia Legislators and the Governor, was held February 1, 1984, at the Civic Center. A large number of legislators attended, including many from Kanawha County, as well as Governor Rockefeller and a good representation from Kanawha County Public Library's staff and Library Board. The President added that he and the Library Director had also attended hearings of the Finance Committees of both the House and Senate. The Senate Committee seemed genuinely committed to the Governor's Grant-In-Aid budget request of $3.00 per capita; the House Committee was receptive but cautious. The President concluded by saying that the Legislature approves the state budget at the very end of the session so that it was impossible to forecast the final Grant-In-Aid (GIA) appropriation.

75th Anniversary of Kanawha County Public Library. The Library Director reported that Kanawha County Public Library will celebrate its 75th Anniversary on June 3, 1984. He suggested that a program be planned for this special occasion. There was some discussion.

Approval of Bills. The Library Director submitted Books Bills List No. 320 ($24,561.68) and General Bills List No. 320 ($31,953.36) duly certified and approved in accordance with the Bylaws, and on motion by Dr. Hairston, seconded by Mrs. Smith, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 318 ($2,350.03) duly certified and approved in accordance with the Bylaws and on motion by Mr. Ellis, seconded by Mrs. Smith, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

BUDGET 1984/1985
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING AND MAINTENANCE EXPENSES		
Salaries		
Librarians	$ 602,260	
Clericals	742,049	
	$1,344,309	
Library Materials		
Binding	$ 9,000	
Books (incl. Freight In)	233,000	
Audio-Visual	21,000	
Periodicals	42,000	
	$ 305,000	
Other Expenses		
Salaries - Building	$ 93,612	
Social Security	98,000	
Health Insurance	141,000	
Supplemental Personnel Costs	18,601	
SubTotal-Other Personnel Costs	$ 351,213	
Building Supplies	6,200	
Furniture and Equipment	16,000	
Comprehensive Insurance	16,000	
Miscellaneous	10,800	
Office and Library Supplies	51,000	
Processing Costs	36,000	
Repairs and Maintenance	16,000	
Service Contracts	54,600	
Travel	11,351	
Utilities	115,290	
Vehicles - Operating and Maintenance	13,700	
	$ 698,154	
TOTAL OPERATING EXPENSES		$2,347,463
OTHER CAPITAL SUPPORT		
Automation Project		17,971
Planning Project		1
Unallocated		1
Unanticapated Income Clearing Account		1
TOTAL BUDGET-KCPL		$2,365,437
OTHER LIBRARIES		
Nitro and Clendenin		18,449
GRAND TOTAL		$2,383,886

Other Income		
Cross Lanes	$ 2,500	
Dunbar	15,000	
Elk Valley	3,500	
Glasgow	3,548	
Marmet	3,422	
St. Albans	21,923	
Sissonville	6,166	
Miscellaneous	40,500	
Interest	14,500	
South Charleston Automation Fee	2,400	
State Grant-In-Aid	521,379	
TOTAL - OTHER INCOME	$ 634,838	
Appropriated Funds		
Board of Education	$ 755,217	
County Commission	755,217	
City of Charleston	238,614	
TOTAL - APPROPRIATED FUNDS	$1,749,048	
GRAND TOTAL		$2,383,886

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - LIBRARIANS

Position	Employee	Monthly Salary	Annual Salary
Extension Librarian		$ 1,280	$15,360
Children's Librarian	Teresa Tower	1,310	15,720
Extension Librarian	Vicky Crosson	1,310	15,720
Homebound Librarian	Sara Thompson	1,370	16,440
Reference Librarian	Sylvia Newman	1,432	17,184
Circulation Librarian	Deborah Loeding	1,432	17,184
Branch Librarian, Cross Lanes	Margaret Karkos	1,432	17,184
Branch Librarian, Clendenin	Jean Andrews	1,435	17,220
Branch Librarian, Glasgow/Marmet	Anna Parker	1,435	17,220
Branch Librarian, Sissonville	Daisy Stemple	1,425	17,220
Circulation Librarian	Eugene Fleisher	1,498	17,976
Reference Librarian	Lois Leasure	1,498	17,976
Branch Librarian, Elk Valley	Linda Hill	1,562	18,744
Children's Librarian, Branch, SA	Joellen Risacher	1,566	18,792
Circulation Librarian	John Kelly	1,566	18,792
Circulation Librarian	Zetta Walker	1,601	19,212
Processing Librarian	Claudia Benton	1,639	19,668
Reference Librarian	Gretchen Schwinger	1,678	20,136
Branch Librarian, St. Albans	Marguerite Palmer	1,746	20,952
Branch Librarian, Dunbar	Stephen Crowley	1,788	21,456
Chief, Children's Librarian	Kathleen Whalin	1,788	21,456
Automation Systems Specialist		1,817	21,804
Chief, Reference Librarian	June Martin	1,830	21,960

SALARIES - LIBRARIANS

Position	Employee	Monthly Salary	Annual Salary
Chief, Circulation Librarian	Sara Sue Wright	1,865	$ 22,380
Chief, Processing Librarian	Ruth Figgatt	2,058	24,696
Chief, Extension Librarian	Jo Ellen Flagg	2,066	27,192
Assistant Director	Joel Stern	2,733	32,796
Director	Nicholas Winowich	3,645	43,740
SUB-TOTAL			$576,180
HOURLY			
Substitutes			15,240
Sunday Service			10,840
SUB-TOTAL			$ 26,080
GRAND TOTAL			$602,260

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - CLERICALS

Position	Employee	Monthly Salary	Annual Salary
Junior Clerk, St. Albans	Delores Berry	$ 758	$ 9,096
Junior Clerk, Extension	Debra Charlton	758	9,096
Junior Clerk, Extension	Ray Garner	758	9,096
Junior Clerk, Circulation	Jessica Harper	758	9,096
Junior Clerk, Cross Lanes	Jeannette Higginbotham	758	9,096
Junior Clerk, Circulation	Barbara Straughter	776	9,312
Junior Clerk, Sissonville	Darline Burdette	776	9,312
Junior Clerk, Processing	Dora Skeens	812	9,744
Junior Clerk, Dunbar	Daniel Dixon	830	9,960
Junior Clerk, Extension	Linda Irving	849	10,188
Senior Clerk, Processing	Sandra Dempsey	878	10,536
Junior Clerk, Dunbar	Rosalind Reid	888	10,656
Junior Clerk, Dunbar	Shirley Williams	888	10,656
Junior Clerk, Extension	Angela Harper	888	10,656
Junior Clerk, Processing	Sharon Megginson	888	10,656
Junior Clerk, Circulation	Karen Frazier	888	10,656
Junior Clerk, Elk Valley	Shirley Smyth	929	11,148
Junior Clerk, St. Albans	Barbara Riley	929	11,148
Junior Clerk, Children's	Mary Burgess	929	11,148
Junior Clerk, Administration	Alfreda Jackson	929	11,148
Junior Clerk, Circulation	Paula McCormick	929	11,148
Junior Clerk, Circulation	Jerri Hunt	929	11,148

SALARIES - CLERICAL

osition	Employee	Monthly Salary	Annual Salary
unior Clerk, Children's	Janice Crawford	$ 929	$11,148
unior Clerk, Extension	Phyllis Jordan	929	11,148
unior Clerk, Children's	Arbutus Glenn	929	11,148
enior Clerk, Processing	Barbara Jackson	938	11,256
unior Clerk, Circulation	William McDowell	950	11,400
essenger		958	11,496
pecial Clerk, Dunbar	Wanda Good	971	11,652
unior Clerk, Extension	Nancy Pennington	973	11,676
unior Clerk, Circulation	J. Edward Topliff	973	11,676
unior Clerk, St. Albans	Victoria Cox	973	11,676
unior Clerk, Extension	Arrietta Burgess	973	11,676
pecial Clerk, Clendenin	Lucy Frazier	994	11,928
unior Clerk, Circulation	Mary Jo Jackson	996	11,952
unior Clerk, Extension	Mary Frances Lee	996	11,952
unior Clerk, Circulation	Sara Meadows	996	11,952
enior Clerk, Processing	Susan Ferguson	1,026	12,312
pecial Clerk, Marmet	Traletta Wallace	1,040	12,480
Special Clerk, Administration	Janet Adams	1,040	12,480
Special Clerk, Sissonville	Janie Derrick	1,040	12,480
Senior Clerk, Administration	Mary Penn	1,051	12,612
Senior Clerk, Processing	Vicki Townsend	1,051	12,612
Senior Clerk, Extension	Jay Pauley	1,051	12,612
Senior Clerk, Reference	Onnalee Arcuri	1,075	12,900

SALARIES - CLERICAL

sition	Employee	Monthly Salary	Annual Salary
nior Clerk, Processing	Sandra Trimble	$1,075	$12,900
nior Clerk, Glasgow	Maria Farley	1,139	13,668
ecial Clerk, St. Albans	Bridget Herndon	1,139	13,668
ecial Clerk, Cross Lanes	Sandra Sue Copen	1.139	13,668
ecial Clerk, Elk Valley	Nova Casto	1,139	13,668
ecial Clerk, Children's	Betty Jane Harper	1,165	13,980
ecial Clerk, Circulation	Cortez Johnson	1,165	13,980
ecial Clerk, Extension	Franca Martin	1,201	14,412
bilibrary Driver	Ronald Finney	1,228	14,736
nancial Clerk, Administration	Virginia Banning	1,257	15,084
brary Associate, Acquisition	Mae Thomas	1,402	16,824
dmin. Assistant/Office Manager	Lorena Ammar	1,854	22,248
SUB-TOTAL			$677,760
urly			
gularly			52,619
nday Service			11,670
SUB-TOTAL			$ 64,289
RAND TOTAL			$742,049

Library Materials

Books

Children's	$ 17,000
Circulation	49,000
Extension	52,000
Reference	41,000
Cross Lanes	9,000
Dunbar	12,000
Elk Valley	9,000
Glasgow	6,000
Marmet	6,000
St. Albans	17,000
Sissonville	8,500
Freight In and Jackets	6,500
	$233,000
Audio Visual	21,000
Binding	9,000
Periodicals	42,000
	$305,000

SALARIES - BUILDING

Position	Employee	Monthly Salary	Annual Salary
Custodian	Spurgeon Hankins	$ 849	$10,188
Head Custodian	Jimmy Snyder	887	10,644
Custodian	Emanuel F. Robinson	888	10,656
Custodian	Arthur C. Long	929	11,148
Custodian	James George	973	11,676
Building Superintendent		1,211	14,532
SUB-TOTAL			$68,844
HOURLY			
Regularly Scheduled (at Branches)			23,442
Sunday Services			1,326
SUB-TOTAL			$24,768
GRAND TOTAL			$93,612

Social Security

Calendar 1984 Contributions - 7.00% on earnings up to $37,800	
Calendar 1985 Contributions - 7.05% on earnings up to ?	$98,000

Health Insurance

West Virg[illegible]ee Insurance	$129,800
Dental an[illegible]nce	11,200
	$141,000

Supplemental Personnel Costs

Workers' Compensation	
Amount based on all employees at 75¢ per ¢100	$10,700
West Virginia Unemployment: Self-Insurance	2,500
Work Study Programs	4,800
Security Officers	1
Personal Services Contracting	600
	$18,601

Building Supplies

Fluorescent tubes and incandescant lamps	$1,400
Wax, steel buffing pads, brooms, mops, soap, paper towels, tissue and other items	4,800
	$6,200

Furniture and Equipment

Unspecified	$16,000

Comprehensive Insurance

Comprehensive Insurance	$16,000

Miscellaneous

Legal advertising	$ 500
Audit	4,000
Refunds on lost books - paid	500
Petty Cash Disbursements	1,000
Membership	800
Interview Expenses	100
Printing	500
Library Programs	3,400
	$10,800

Office and Library Supplies

Office Supplies	
Masters, inks, pencils, paper, stationery, printed forms and other supplies	$11,000
Library Supplies	
Catalog cards, book pockets, book cards, mending supplies, identification cards, plastic book bags and other supplies	25,700
Postage	
Postal cards, stamped envelopes and stamps	9,300
Automated Circulation System	5,000
	$51,000

Processing Costs

Processing Costs	$36,000

Repairs and Maintenance

General repairs and maintenance	$16,000

Service Contracts

Office Machines	$ 5,500
Library Machines	8,400
Elevators (3)	8,200
Air Conditioning	4,300
Other	1,300
Rentals	6,100
Automated Circulation System	20,800
	$54,600

Travel

Director and staff members to attend West Virginia Library Association Fall Meeting in Martinsburg, WV	$ 1,825
Director, Assistant Director and 2 staff Librarians to attend American Library Association annual Summer Meeting in Dallas, Texas	3,400
Staff Development, Workshops and Seminars	3,400
Other	1
Director and Assistant Director to attend American Library Association Midwinter meeting in Washington, D. C.	1,475
Director and one staff librarian to attend Middle Atlantic Regional Library Federation meeting in Baltimore, Maryland	1,250
	$11,351

Utilities

Electricity	$ 71,750
Fire Service Fee, Charleston	1,000
Gas	11,100
Sewerage	1,600
Telephone	25,800
Water	4,040
	$115,290

Vehicles - Operating and Maintenance

Gasoline, oil and lubrication for Mobilibrary, truck and station wagon	$ 6,200
Mobilibrary - maintenance	4,500
Other Vehicle - maintenance	3,000
	$13,700

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 12, 1984

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on March 12, 1984 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Dr. Bannerot
Mrs. Gallian
Dr. Hairston
Mr. Kauffelt
Mr. Moss
Mrs. Rugeley
Mrs. Smith

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director, Miss Lorena Ammar, Administrative Assistant, Mrs. Sara Sue Wright, Chief, Circulation Librarian, Mr. Robert L. Wilson, Architect of R. L Wilson - Jerry R. Goff Associates Architects, and Mr. George Holderby, Electrical Engineer.

Dr. Wallace, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

Correction in Minutes. Upon motion of Mr. Kauffelt, it was moved that an addition be made to the copy of the minutes of the February 8, 1984 meeting that had been mailed to the Library Board Members on March 5, 1984. The addition would be inserted before the transmittal of the Budget on page 3. It reads as follows:

"After a thorough discussion, during part of which Mr. Winowich, Mr. Stern and Miss Ammar were excused from the meeting, Mr. Ray moved that the following resolution be adopted:

RESOLVED, That the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1984, in the total amount of $2,383,886.00 as recommended by the Budget Committee, be and hereby is approved."

The motion was seconded by Dr. Bannerot, and upon a vote being taken, was adopted.

The minutes of the February 8, 1984 meeting, as changed by the addition listed above, were approved.

The President welcomed Mrs. Sara Sue Wright, Chief, Circulation Department and a member of the Ad Hoc Committee. Mrs Wright gave an updated report on the status of the Staff Long Range Planning Committee. Her report included the following:

General

...The effort to involve staff in the Long Range Planning process has been successful. Approximately one-fourth of the full-time Staff are serving on at least one planning committee.

Automation Committee

...Hewlett-Packard hardware and VTLS software have been purchased and the "computer room" remodelling will shortly go out to bid.

...An Automation Systems Manager has been appointed.

Patrons Committee

...A draft of the Users/Non Users Survey, submitted by ITB, has been received and discussed. A final draft, including input from the Committee's discussion, will be distributed to Library Board Members in the near future.

...The survey indicates that the Library is very favorably viewed by users and non-users alike.

...Two areas of concern, especially as to the Main Library, are (a) security and (b) parking.

Staff Committee

...A Job Classification Survey is being conducted by Ms Janeann King, Director, West Virginia Civil Service Commission.

...The updating of a Personnel Manual is at a standstill since the departure from the country of Mr. Don Springer, former Board member.

...The Library Staff Association has been started again.

Services Committee

...The Services Committee, largely inactive since Ms. Peggy Palmer's serious accident last Fall, expects to be "on the move" again when the final draft of the Users/Non-Users Survey is received.

Physical Facilities Committee

...The Committee is working on a report that will incorporate observations and suggestions resulting from visits to all branches by one or more Committee members.

Reports of Committees

Building and Grounds Committee

Computer Room. In the absence of Mr. Santrock, Chair, the Library Director introduced Mr. Robert L. Wilson, Architect. After thanking the Board for this and past assignments, Mr. Wilson outlined the plans and specifications for the Computer Room. The space provided for this function, Mr. Wilson said, is well suited to the need. After describing the relatively small general remodelling portion of the work, he then introduced Mr. George Holderby, Electrical Engineer.

Mr. Holderby discussed what would be done to provide an adequate supply of "clean" electric power to the hardware and the special air conditioning needed to assure proper temperature and humidity. Provision must also be made properly to connect all terminals to the computer.

After this discussion, upon motion of Mr. Kauffelt, seconded by Dr. Bannerot, it was

> RESOLVED, That the Building and Grounds Committee be authorized to let out the "Computer Room Project" for bids upon its review of the final drawings and plans from Mr. Robert L. Wilson, Architect.

Motion carried.

Elk Valley Drain Line Repairs. The Library Director reported that new sub-surface drain lines at the Elk Valley Branch Library have been installed and that the water leaks have stopped. Mr. Kauffelt said the Library should continue its investigation of the feasibility of bringing suit against the insurance companies for reimbursement.

Gas Boilers. The Library Director reported that the Main Library gas boilers are about 20 years old and need to be overhauled for reasons of safety, energy conservation and continuing good insurance rates.

Landscaping. The Library Director reported that the Library engaged Kevin J. Arnold, Strategic Ventures, Incorporated, for landscape maintenance (trim, mulch, fertilize, weed control and some plant replacement) at the Branch and Main Libraries. Work has been completed at the Dunbar and Sissonville branches. Cost is reasonable.

Budget Committee

Cash Management. The Assistant Library Director reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $315,000.00 yielding 9.02%, purchased from the Kanawha Banking and Trust Company on March 13, 1984, to mature on March 20, 1984. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
March 13, 1984	$315,000.00	March 20, 1984
March 20, 1984	315,000.00	March 27, 1984
March 27, 1984	340,000.00	April 2, 1984

Tax Valuations. The Assistant Library Director reported that the tax valuations for the 1984/85 fiscal year just received from the County Assessor's Office, dated March 5, 1984, indicate only a very small increase in 1984/85 revenues available from the three levying authorities. The amounts available, without any deductions for exonerations, unpaid taxes, etc., are:

	Available for 1984/1985, per Valuations of March 5, 1984	Available for 1983/1984, per Valuations of February 1983
County Commission	$ 792,472	$ 774,836
Board of Education	792,472	774,836
City of Charleston	252,873	245,445
Total	$1,837,818	$1,795,116

The Assistant Library Director stated that the 1984/85 appropriation requests to the levying authorities of $1,749,445 were 95.18% of the 1984/85 available (see table above).

He said that while this slightly exceeded the Library's historical, self-imposed maximum of 94%, to allow for exonerations, unpaid taxes, etc., in no way did it, in his judgment, compromise the Library's long-standing record of sound budget management.

Grant-In-Aid. The Assistant Library Director reported that the Legislature will approve the Budget for the State of West Virginia this week. He said the Senate is recommending $2.75 per capita and the House is recommending $3.00 per capita for library service. The Assistant Library Director also said he had spoken with Dave Childers, West Virginia Library Commission, about 1984/85 Special Grants. Mr. Childers said the odds of receiving a Special Grant for hospitalization are high, adding that there will be little or no money for library construction.

Library Board Membership Committee. Mrs. Smith, Chairman, distributed copies of a list of prospective candidates to be considered for library board membership to fill the vacancy created by the resignation of William Cheshire whose term expires June 30, 1985. Mrs. Smith said the list was compiled with names suggested by the library staff and the Library Board. She asked the members present to review the list and feel free to suggest other candidates. There was general discussion. It was suggested that Mrs. Charles James be added to the list.

The Committee will submit its report at the April meeting, recommending a candidate to fill the current vacancy.

Personnel Committee. Dr. Bannerot, Chairman, reported that Mr. Charles McMorran had been appointed to the position of Automation Circulation Systems

Manager, beginning April 9, 1984, at an annual salary of $23,628.00. Dr. Bannerot reviewed Mr. McMorran's personal and professional qualifications as well as his experience.

After discussion, upon motion of Dr. Bannerot, seconded by Mrs. Rugeley, it was unanimously

> RESOLVED, That the appointment of Mr. Charles McMorran as Automation Circulation Systems Manager, beginning April 9, 1984, at an annual salary of $23,628.00, be and is hereby confirmed.

Motion carried.

NEW BUSINESS

American Library Association Annual Conference. The Library Director reported that the Annual Conference of the American Library Association will be held in Dallas, Texas, June 24-28, 1984. Following discussion, upon motion by Mrs. Smith, seconded by Mrs. Rugeley, it was unanimously

> RESOLVED, That three staff members and the President of the Library Board be authorized to attend the American Library Association Annual Conference scheduled to be held in Dallas, Texas, on June 24-28, 1984 and that their expenses, not to exceed $3,400.00 be paid.

Motion carried.

Main Library Space Needs. The Library Director reported that the Library may receive a gift of $500,000.00 for an addition to the present Main Library building from a source which cannot yet be revealed. He distributed an outline of "Additions" needs, costs and financing, a summary of which follows:

1. Space is needed at the Main Library primarily to house the steadily growing collection of library materials, where the existing collection already exceeds its planned capacity.

2. A very rough estimate of extending the second and third floors to the Summers Street property line is $750,000.00 - $1,000,000.00.

3. In addition to the prospective gift of $500,000.00, additional funding sources for this project include, but are not limited to, West Virginia Library Commission, Governor's Office of Economic and Community Development (GOECD), Kanawha County Commission (out of coal severance tax revenues) and the National Endowment for the Humanities.

4. The possibility of leasing the Fort Hill Elementary School from the Kanawha County Board of Education for the temporary warehousing of less frequently called for materials is being explored.

Approval of Bills. The Library Director submitted Book Bills List No. 321 ($30,263.40) and General Bills List No. 321 ($48,733.20) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Kauffelt, seconded by Dr. Bannerot, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 319 ($1,610.13) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Kauffelt, seconded by Dr. Bannerot, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

Paul A. Wallace
President

Joel Stern
Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 9, 1984

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on April 9, 1984 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mrs. Anderson
Dr. Bannerot
Mr. Ellis
Mrs. Gallian
Dr. Hairston
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mr. Santrock
Mrs. Smith

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director, and Miss Lorena Ammar, Administrative Assistant.

Dr. Wallace, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

National Library Week - April 8-14, 1984. The Library Director reported that April 8-14, 1984 has been proclaimed National Library Week. He said the library staff has done a splendid job in setting up an exhibit at the Town Center for this occasion. The Library Director said he was very pleased with the project--people were stopping by to register for library cards and to ask questions.

Correspondence. The Library Director reported that the Library was in receipt of a March 29, 1984 letter from Mr. Gary A. Gorrell, Deputy Tax

Commissioner, State Tax Department of West Virginia, stating the the CPA firm of Arnett and Foster had been appointed to conduct the audit of the Kanawha County Public Library for the period July 1, 1983 through June 30, 1984 for a fee of $4,000.00.

He also reported that the Library was in receipt of a Uniform Contract To Audit Accounts (an agreement prepared by the State Tax Department) which explains the services to be rendered by the firm of Arnett and Foster in performance of the audit for fiscal year 1983/1984, signed by John W. Kee, Partner, Arnett and Foster, dated April 4, 1984 and signed by Mr. Gary A. Gorrell for Herschel H. Rose, III, State Tax Commissioner, dated March 29, 1984. The Library Director stated that the Agreement is the same as last year's. Following discussion, upon motion of Dr. Hairston, seconded by Mrs. Rugeley, it was unanimously

RESOLVED, That the President be and is hereby authorized to sign the Uniform Contract to Audit Accounts, as received.

Motion carried.

The minutes of the March 12, 1984 meeting were approved.

Reports of Committees

Budget Committee

Cash Management. The Assistant Library Director reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $335,000.00 yielding 10.01%, purchased from the Kanawha Valley Bank on April 3, 1984, to mature on April 10, 1984. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
April 10, 1984	$265,000.00	April 17, 1984
April 17, 1984	265,000.00	April 24, 1984
April 24, 1984	265,000.00	May 1, 1984

Finance Committee Cash Management. Mr. Stern reported that the Finance Committee's $45,000.00 in 182-Day Money Market Certificate, at 8.79%, held under safekeeping receipts at Kanawha Valley Bank, would mature April 12, 1984, earning $2,009.64. Upon motion of Mr. Ellis, seconded by Mrs. Gallian, it was unanimously

> RESOLVED, That the Treasurer of the Library Board be and is hereby authorized to invest $50,000.00 into the account of Kanawha County Public Library Finance Committee in two (2) 182-Day Money Market Certificates of Deposit of $20,000.00, and one (1) 182-Day Money Market Certificate of Deposit of $10,000.00, effective April 12, 1984.

Motion carried.

Basic Grant-In-Aid. Mr. Stern reported that the Budget Document for 1984/1985 includes Grant-In-Aid at $2.42 per capita or $521,379.00. He said the Library was in receipt of a Memorandum dated March 20, 1984, from Mr. Frederic J. Glazer, Director of the West Virginia Library Commission, and Mr. C. E. Campbell Beall, Chairman of the West Virginia Library Commission Board of Directors, that the Legislature approved a budget which included $2.88 per capita or $620,484.00. This means an additional $99,105.00 for the Library. Mr. Stern added that it is almost certain that the Library will also receive a hospital/surgical insurance grant from West Virginia Library Commission of approximately $31,000.00.

When the total additional 1984/85 becomes an "amount certain," recommendations on the use of that additional money will be discussed with the Budget Committee and then submitted by the Budget Committee to the Library Board, probably at its June meeting. In this connection, Mr. Stern stated that the Job Classification Survey, now almost completed, will add another $25,000.00, approximately, to 1984/85 salaries. He mentioned that this possibility had been set forth to the Board at the February meeting,

when the Budget was adopted, and that there was general agreement in principle if additional money was to be received.

Building and Grounds Committee.

Computer Room. Mr. Santrock, Chairman, reported that sometime ago, the Library Board authorized Mr. R. L. Wilson, Architect, of R. L. Wilson - Jerry R. Goff Associates Architects, to develop specifications for the computer room. He said an advertisement appeared in The Charleston Gazette and the Charleston Daily Mail on March 19, 1984 and again on March 26, 1984.

Mr. Santrock stated that bids were opened at 2:00 p.m. prior to the regular board meeting. The Library received four bids on the project. They are:

Bidders	Base Bid	Calendar Days
Ed-Pat Construction, Inc.	$56,450.00	120
David M. Gandy & Associates	47,989.00	39
Tayvar Construction, Inc	64,666.00	40
Arnold Martin, Inc.	45,898.00	40

Mr. Santrock said that the bids were considerably higher than anticipated. Extensive discussions with Mr. Wilson, Architect, immediately following the bid opening revealed these principal reasons for the unexpectedly high bids: air conditioning costs, new, dedicated power service costs and the costs of bringing up communication lines to the computer. Citing the example of his son's experience at the University of Texas, where inadequate environmental control had caused a lengthy and expensive shutdown, Mr. Santrock said that the Library had no alternative but to do the job "right." Mr. Santrock, on behalf of the Building and Grounds Committee, recommended that the contract be awarded to the low bidder, Arnold Martin, Inc.

After a lively discussion, including that of finances, upon motion of Mr. Santrock, seconded by Dr. Bannerot, it was

RESOLVED, That the low bid of $45,898.00 submitted by Arnold Martin, Inc., for the renovation of a Computer Room at the Library, be accepted.

Motion carried.

Library Board Membership Committee. Mrs. Smith, Chairman, reported that no candidate has been chosen to be considered for library board membership to fill the vacancy created by the resignation of Mr. William Cheshire whose term expires June 30, 1985. She said the Committee will recommend a candidate to fill the vacancy at the May meeting.

Long Range Planning Committee. Mrs. Smith, Chairman, reported that a Joint Meeting of the Building and Grounds/Long Range Planning Committee met with Mr. Joe Jefferds, Chairman of the Kanawha County Bicentennial Commission, and Mr. Alexander of the Bicentennial Commission on March 30, 1984 to discuss a proposal for provision for a local history collection. The thrust of the Bicentennial Commission is to use part of the Arcade Building as a local history museum, to be operated eventually by the Library or as part of the Library. Mrs. Smith said that the Commission's plans were as yet too tentative for the Board to consider any specific action. Mrs. Smith added that funding both for capital improvements and for ongoing operating costs would probably prove the biggest hurdles. Mrs. Smith concluded by saying that she plans to call a meeting of the full Long Range Planning Committee, at an appropriate time, to consider the possibilities discussed.

Personnel Committee

Daisy Stemple's Leave of Absence. Dr. Bannerot, Chairman, reported that Ms. Daisy Stemple, Branch Manager, Sissonville Branch Library, had requested a six-month Leave of Absence Without Pay from her position beginning June 1, 1984, ending not later than December 31, 1984. The purpose of her leave is to attend an institution accredited by the American Library Association to earn her Master's Degree in Library Science. Dr. Bannerot presented an Agreement prepared by the Library Director, reviewed from a legal standpoint by Mr. John L. Ray, and signed by Mrs. Stemple. The Agreement explains the purpose, duration of leave, benefits, salary and promotion, vacation and sick leave allowances, extension of leave and mutual undertakings upon Mrs. Stemple's return both with and without a Master's degree. A copy is filed with the minutes of this meeting.

After discussion, upon motion of Dr. Bannerot, seconded by Mrs. Gallian, it was unanimously

> RESOLVED, That Mrs. Daisy Stemple, Branch Manager of the Sissonville Branch Library, be granted a Leave of Absence Without Pay, subject to the terms of the Agreement of April 3, 1984 signed by Mrs. Stemple and Mr. Winowich, for the purpose of attending an institution accredited by the American Library Association to earn her Master's Degree in Library Science, beginning June 1, 1984 and ending not later than December 31, 1984.

Motion carried.

Change of Employment Status of Security Officer. The Library Director spoke of the need of employing a full-time security officer. He said that the burden on Main Library Staff especially librarians, to monitor the behavior of street people in the Library was diverting both their time and energies from their public service functions. He added that need for

better security was additionally highlighted by the recently completed ITB Patron/Non-Patron Survey which clearly indicated that the concern for safety and security, whether real or imagined, is the biggest negative in the public's perceptions of the Library. He pointed out that a full-time security officer plus the off-duty police officer Monday through Friday evenings, would give the Main Library security coverage during nearly all public hours.

After discussion, upon motion of Dr. Bannerot, seconded by Dr. Hairston, it was unanimously

RESOLVED, That the employment status of Edward Clark as security officer be changed from part time to full time effective April 16, 1984 at an annual salary of $12,576.00.

Motion carried.

Job Classification. Mr. Stern gave a progress report on the Job Classification Plan that is being conducted by Ms. Janeann King, Director, of the West Virginia Civil Service Commission. He said that Ms. King had met with the Library Director and him twice. Ms. King had submitted her preliminary report to be studied and reviewed by Administration and the appropriate committees. Mr. Stern said he believed Ms. King's final report would recommend upgrading approximately 25 out of the 90 full-time positions. He also said that he had been working on salary scales to accompany the new job classification plan which will entail an additional salary of approximately $30,000.00.

After considerable discussion, it was suggested that the report be referred to the Budget, Long Range Planning and Personnel Committees for its study and review. A meeting of the three committees will be held on April 16, 1984 at 2:00 p.m. in the Library Board Room.

Approval of Bills. The Library Director submitted Book Bills List No. 322 as amended ($45,026.23) and General Bills List No. 322 ($34,398.82) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Ray, seconded by Dr. Hairston, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 319 ($1,972.92) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Ray, seconded by Dr. Hairston, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 14, 1984

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on May 14, 1984 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mrs. Anderson
Dr. Bannerot
Mr. Ellis
Dr. Hairston
Mr. Kuhns
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mr. Santrock
Mrs. Smith

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant. Mrs. Sylvia Newman, Reference Librarian and Mr. Charles McMorran, Library Automation Specialist, were present for the first part of the meeting.

Dr. Wallace, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the April 9, 1984 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 323 ($57,836.94) and General Bills List No. 323 ($48,042.92) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Kauffelt, seconded by Mrs. Rugeley, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 321 ($741.52) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Kauffelt, seconded by Mrs. Rugeley, and duly adopted, it was ordered that the bills set out the said list be paid.

75th Anniversary. The Library Director introduced Mrs. Sylvia Newman, Chairperson of the 75th Anniversary Committee. Committee members are: Jo Ellen Flagg, Sara Sue Wright and the Library Director. Mrs. Newman spoke briefly on the history of the Library. After distributing copies of the "Schedule of Events" for the 75th Anniversary celebration during the week of June 3-9, 1984, Mrs. Newman spoke briefly on each event. The events are:

Sunday, June 3 - 4:00 - 6:00 p. m.
Reception, John V. Ray Room
Recognition of Woman's Kanawha Literary Club
Recognition of Staff and Board Members who served 20 years or more

June 4 - June 16 - Fine Forgiveness Days

Tuesday, June 5 - 3:00 p. m.
Reception honoring Kanawha County Authors

Wednesday, June 6 - 2:00 p.m., John V. Ray Room
Charleston String Quartet

Thursday, June 7 - Branch Open Houses

Friday, June 8 - 10:00 a. m. - 5:00 p. m.
Movie Marathon - John V. Ray Room

Saturday, June 9 - Children's Day

The staff is preparing invitations to be mailed to approximately 2,000 Kanawha County citizens.

Library Automation Project. The Library Director introduced the newly appointed Library Automation Specialist, Mr. Charles McMorran. Mr. McMorran gave a brief status report on the Automation Project covering the following items:

1. Most of the Hewlett-Packard hardware has arrived.

2. Computer Room construction is moving well. Installation of the air conditioning will come a little later than anticipated but will not delay the "burn-in" of the HP hardware or the VTLS software.

3. Scheduling for loading OCLC and other bibliographic records is being developed as well as the barcoding of books and patron registration cards.

Patron Survey. The Library Director reported that copies of the 74 page Patron Survey Report, submitted by ITB Associates had been mailed to all Library Board members and distributed to staff members of Patron Subcommittees of Long Range Planning Committee. The Report will be referred to the Board's Long Range Planning Committee with the request that the Committee makes its report thereon at the June Board Meeting.

Bicentennial Commission. Dr. Wallace reported that the Library Director and he had met with Mr. Joe Jefferds, Chairman of the Kanawha County Bicentennial Commission. Mr. Jefferds spoke to them of the Commission needs for desirable space and qualified personnel to house, organize and administer a local history collection on a permanent basis and expressed the hope that the Library would assume a major role in the project. At that meeting, the Library Director pointed out that space at the Library is already at a premium and that the Library would find it almost impossible to undertake responsibility for this worthwhile and ambitious project without independent ongoing funding from new grants, etc.

After a general discussion, Dr. Wallace referred this matter to the Long Range Planning Committee.

Personnel Committee. Dr. Bannerot, Chairman, reported that the Committee met May 9, 1984 formally to receive Ms. Janeann King's Classification Study

Report and thoroughly to discuss the Report's findings and recommendations with her. Copies of the Report, dated May 8, 1984, were distributed. Dr. Bannerot summarized the findings and recommendations, as follows:

1. The Library's organization and job structure is basically sound and staff morale is high.

2. Twenty-nine (29) full-time positions and three (3) part-time positions are recommended for up-grading.

3. Pay scales should be improved, if possible, to become more competitive in the local labor market for clerical and custodial staff and in the regional/national labor market for librarians.

4. Efforts should be made to restructure work in larger departments so that fewer people are directly responsible to the Department Head.

5. A Personnel Officer should be employed.

Dr. Bannerot reported that the Committee had unanimously agreed to recommend to the Board that it (the Board) accept the Report and implement its findings.

After discussion, upon motion of Dr. Bannerot, seconded by Dr. Hairston, it was unanimously

RESOLVED, That the Classification Study Report, dated May 8, 1984, prepared by Ms. Janeann King, be accepted and adopted, and

RESOLVED FURTHER, That the Director be instructed to implement all specific recommendations of said Report as promptly as practicable.

Motion Carried.

Dr. Bannerot also reported that the Committee recommended that the full-time Security Officer position, authorized at the April 9, 1984 Board Meeting for the balance of 1983/1984, be continued into 1984/1985.

Budget Committee.

Additional Grant-In-Aid 1984/1985. Mr. Kauffelt, Chairman, reported that additional income for 1984/1985 (over and above income included in the

Budget adopted at the February 8, 1984 Board Meeting) is expected to be about $133,000.00 - $99,000.00 from additional State Grant-In-Aid and $34,000.00 from a West Virginia Library Commission Special Hospital Insurance Grant.

The Assistant Library Director then displayed a chart showing the additional salary costs entailed by the recommendations of the Personnel Committee, as follows:

1. Additional salary increases for existing jobs	$27,717.00
A. Includes upgrades of 29 full-time positions	
B. Includes upgrades of 3 part-time positions	
C. Includes "reorganization of work" upgrades	
1. Head of Adult Services	
2. "Deputy Head" of Extension Department	
3. Custodial Supervisor	
2. New part-time Personnel Officer	11,419.00
3. Full-time Security Officer	12,828.00
Total	$51,964.00

After discussion, upon motion of Mr.Kauffelt, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That in consequence of the adoption of the Classification Study Report, the 1984/1985 Budget of Kanawha County Public Library be amended to reflect job upgrades recommended therein; and

RESOLVED FURTHER, That the revised subsidiary salary documents titled "Saldept1/VC", "Payrank3/VC", "Scalex/VC", and "Scalex1/VS," respectively, be made part of the 1984/1985 Budget, amending and superseding comparable documents in the 1984/1985 Budget originally adopted February 8, 1984; and

RESOLVED FURTHER, That the aforementioned documents be made a part of the minutes of this meeting; and

RESOLVED FURTHER, That the additional $51,964.00 salary cost resulting from the job upgrades and revised pay scales, as shown in aforementioned salary documents, be funded from the additional $99,105.00 Grant-In-Aid income to be received from West Virginia Library Commission in 1984/1985.

Motion carried.

Underexpended and Overexpended Balances. Mr. Kauffelt reported that, based on very recent projections completed by the Assistant Library Director, the Library's actual 1983/1984 expenditures will be about $16,000.00 less than its 1983/1984 income, excluding the ongoing Automation Project original Budget amount and actual 1983/1984 costs. He also reported that there will be several accounts in the budget for the fiscal year that will be overexpended and several will be underexpended. After discussion, upon motion by Mr. Kauffelt, and seconded by Mr. Moss, it was unanimously

RESOLVED, That the Library Director, within limits of the Budget Document for fiscal year ending June 30, 1984, be and is hereby authorized to balance the overexpended accounts and the underexpended accounts as of June 30, 1984; and

RESOLVED FURTHER, That the Library Director be and is hereby authorized to purchase books with remaining unexpended balance.

Motion carried.

Cash Management. The Assistant Library Director reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $380,000.00 yielding 10.06%, purchased from the Kanawha Banking and Trust Company on May 3, 1984, to mature on May 15, 1984. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
May 15, 1984	$315,000.00	May 22, 1984
May 22, 1984	260,000.00	May 29, 1984
May 29, 1984	325,000.00	June 5, 1984

Resignation of Mrs. Margaret Anderson. Mrs. Smith reported that Mrs. Margaret Anderson had submitted her resignation from the Library Board of Directors to be effective June 30, 1984.

On behalf of the Library Board, the President expressed his appreciation to Mrs. Anderson for her work and contributions she has made on the Board. There were words of praise expressed from other members of the Library Board.

Upon motion of Mrs. Smith, seconded by Mr. Kauffelt, the following resolution was unanimously adopted.

> WHEREAS, Margaret Anderson has faithfully and unselfishly served Kanawha County Public Library as a member of its Board of Directors for 33 years; and
>
> WHEREAS, Margaret Anderson has strengthened this Board and furthered the progress of this institution by her lively interest and wise counsel; and
>
> WHEREAS, Margaret Anderson wanted only the best reading experience for all users of the Kanawha County Public Library, therefore
>
> BE IT RESOLVED, That we accept the retirement of Margaret Anderson with reluctance and regret and in so doing record this expression of affection and appreciation for her services to Kanawha County Public Library, its Library Board of Directors, Staff and our Community; and
>
> RESOLVED FURTHER, That the resolution be spread upon the minutes of this meeting for a permanent record and that a copy be sent to our friend and colleague with the hope and prayer that the days, months and years continue to be eventful, worthwhile, enjoyable and lived in good health.

Library Board Membership Committee. Mrs. Smith, Chair, reported that the Committee met to consider a candidate to fill the vacancy on the Library Board of Directors created by the resignation of Mr. William Cheshire, whose term expires June 30, 1985.

Mrs. Smith presented the name of S. Frank Stowers to fill the vacancy created by Mr. Cheshire's resignation. After discussion and upon motion by

Mrs. Smith, seconded by Mr. Kauffelt, the following resolution was unanimously adopted:

> RESOLVED, That S. Frank Stowers be nominated to fill the unexpired term of Mr. William Cheshire, ending June 30, 1985; and
>
> RESOLVED FURTHER, That the said nomination be reported to the Board of Education of the County of Kanawha with the request that the said nominee be duly elected.

Motion carried.

Mrs. Smith reported that the Library Board Membership Committee--Mrs. Glasser, Mr. Santrock and Mrs. Smith, Chair, recommended that the following be nominated (i) Dr. Frederick G. Bannerot, III for a term of six (6) years beginning July 1, 1984, ending June 30, 1990, (ii) Mr. Arthur C. Fisher for a term of six (6) years beginning July 1, 1984, ending June 30, 1990 and (iii) Mr. Harry A. Wallace, Jr. for a term of six (6) years beginning July 1, 1984, ending June 30, 1990, to fill the vacancy created by Mrs. Anderson.

Following discussion, upon motion of Mrs. Smith, seconded by Mr. Kauffelt, it was moved that the recommendations of the Committee be accepted. The motion carried.

The Library director was then instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly appointed.

NEW BUSINESS

Nominating Committee - Election of Officers. The President appointed Mrs. Rugeley, Chair, Dr. Hairston and Mr. Santrock to consider and to recommend nominations for the election of officers for fiscal year 1984/1985.

American Library Association Automated Circulation Systems Conference. The Library Director reported that a Preconference on Automated Circulation System will be held at the American Library Association Conference in Dallas,

Texas on June 22-27, 1984. He asked authorization for Charles McMorran to attend. Following discussion, upon motion by Mrs. Smith, seconded by Dr. Bannerot it was unanimously

> RESOLVED, That Charles McMorran be authorized to attend the Preconference on Automated Circulation System at the American Library Association Conference scheduled to be held in Dallas, Texas, on June 22-27, 1984, not to exceed $800.00 be paid.

Motion carried.

Hewlett Packard Workshop. The Library Director reported that a workshop on automated circulation systems sponsored by Hewlett Packard was held in Rockville, Maryland on May 1-4, 1984. He reported that Mr. Charles McMorran attended. He asked that his attendance at the workshop be ratified and confirmed. Following discussion, upon motion by Mrs. Smith, seconded by Dr. Bannerot it was unanimously

> RESOLVED, That Charles McMorran's attendance at the Hewlett Packard Workshop held in Rockville, Maryland, on May 1-4, 1984 be ratified and confirmed and that he be paid a sum not to exceed $475.00.

Motion carried.

June Board Meeting. The next scheduled Library Board Meeting will be held on Monday, June 11, 1984, at 4:00 p.m.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 11, 1984

The regular meeting of the Library Board of Directors of the Kanawha County Public library was held on June 11, 1984 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mrs. Anderson
Dr. Bannerot
Mrs. Glasser
Dr. Hairston
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mr. Santrock
Mrs. Smith

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant. Mrs. Sylvia Newman, Reference Librarian, was present for the first part of the meeting.

Dr. Wallace, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the May 14, 1984 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 324 ($10,011.80) and General Bills List No. 324 ($41,814.88) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Glasser, seconded by Mrs. Rugeley, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 322 ($1,738.46) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Glasser, seconded by Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the said list be paid.

Correspondence. The President read a letter, praising the Library, that appeared in The Charleston Gazette, Saturday, June 9 1984 written by Paul Nuchims, Department of Art, West Virginia State College.

Mrs. Margaret Anderson: A Tribute. Dr. Wallace, on behalf of the Library Board, presented a polished pewter tray to Mrs. Anderson which carried the following inscription:

Kanawha County Public Library

MARGARET ANDERSON

Board of Directors

1951 - 1984

A small lucite rod given by Dr. Bannerot, was also presented to Mrs. Anderson, bearing the following phrase:

NOBODY DOES IT BETTER

Dr. Wallace read and presented the Special Resolution of Tribute addressed to Mrs. Anderson that was adopted at the May 14, 1984 Library Board Meeting.

A reception was held and refreshments were served following expressions of appreciation, remembrance and affection.

75th Anniversary. The President introduced Mrs. Sylvia Newman, Chairperson of the 75th Anniversary Committee. Mrs. Newman said the week-long celebration had been a success with good attendance at all the events, especially at the Sunday, June 3, 1984 reception with 200 people in attendance honoring retired board members, retired staff members and present staff members

who have served over 20 years. The Library received much favorable publicity, Mrs. Newman concluded, upon displaying articles that appeared in The Charleston Gazette and the Charleston Daily Mail.

Reports of Committees.

Budget Committee.

Cash Management. The Assistant Library Director reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $285,000.00 yielding 9.66%, purchased from the Kanawha Banking and Trust Company on June 6, 1984, to mature on June 12, 1984. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
June 12, 1984	$245,000.00	June 19, 1984
June 19, 1984	250,000.00	June 26, 1984
June 26, 1984	250,000.00	July 3, 1984

Amended Budget 1983/1984. Mr. Stern reported on the financial affairs of Kanawha County Public Library for the fiscal year ending June 30, 1984. An amount of $65,927.75 of non-appropriated receipts was identified, explained and recorded as follows:

Non-Appropriated Receipts

1983/1984

Interest earned - over and above $16,000.00	$19,693.03
State of West Virginia - Hospitalization Grant	30,992.00
Miscellaneous Receipts - over and above $38,627.00	5,954.79
Book sale	772.85
M. T. C. - Charleston Job Corp portion of rental fee for film	50.00
West Virginia Institute of Technology	2,378.50
Continental Insurance - claim for St. Albans Library	28.00

West Virginia Library Association - reimbursement for supplies	167.88
West Virginia Library Association - reimbursement for supplies	279.66
John Kelly - refund for advanced travel allowance	600.00
Mountain Arts, Inc. - grant for Charleston String Quartet Concert	625.00
Kanawha County Public Library Special Account - Social Security Contributions	4,288.00
Career Guidance Foundation	98.00
	$65,927.75

After discussion, upon motion by Mr. Ray, seconded by Mrs. Glasser, it was moved that the Budget of the current 1983/1984 fiscal year be amended to reflect the list of non-appropriated receipts, shown above, as well as additional monies received between this date and June 30, 1984.

A final report will be submitted after all transactions will have been completed for the entire current fiscal year.

Outstanding Checks. Mr. Stern submitted a list of "stale" checks which should be cancelled, in keeping with standing recommendations of the Library's auditors, with the proviso that they may be reissued should valid claim arise. The checks to be cancelled are recorded as follows:

Date	Payee	Check Number	Amount
7-14-82	Elizabeth W. Hartman	424621	$ 3.95
7-14-82	Steve W. Talkington	424661	3.95
8-10-82	Samuel Pesetsky	424776	5.42
8-10-82	Michael H. Sasso	424784	4.98
12-14-82	Grace Sutcliffe	425388	.95
5-24-83	Frances I. Stewart	426345	8.95
2-15-83	Thomas A. Graziano	425633	5.95
2-15-83	Teresa M. Pack	425669	4.02
3-15-83	Evelyn M. Buckingham	425960	14.95

3-15-83	Mary Pesetsky	426002	5.38
4-12-83	Sandra L. O'Hara	426141	1.50
5-24-84	Frances I. Stewart	426345	8.95
			$60.00

After discussion, it was moved by Mrs. Smith, seconded by Dr. Bannerot, that the Library Director authorize the Kanawha County Board of Education to request the State Tax Commissioner to cancel the outstanding checks listed above with the proviso that a check may be reissued should a valid claim arise. Motion carried.

Basic Grant-In-Aid for 1984/1985. In the absence of Mr. Kauffelt, Chairman of the Committee, Mr. Ray reported that additional Grant-In-Aid income of $99,105.00 is expected for 1984/1985. He presented a schedule showing additional receipts and proposed additional 1984/1985 expenditures. The schedule is as follows:

ADDITIONAL RECEIPTS FOR 1984/1985

AND

PROPOSED ADDITIONAL 1984/1985 EXPENDITURES

Additional GIA		$99,105.00
Less additional salaries from job classification, etc.	$51,964.00	
Less "Pass Through" to:		
Clendenin	494.00	
Nitro	2,424.00	54,882.00
Balance		$44,223.00
"Holdback" at 8.66¢/Capita		$18,626.00
Balance		$25,597.00
Allocate to "Data Input" (Basically Part-Time Labor)	$20,000.00	
Allocate to Furniture and Equipment for Film Inspection Machine	5,597.00	$25,597.00
Balance		0

After discussion, upon motion by Mr. Ray, seconded by Dr. Hairston, it was unanimously

> RESOLVED, That the additional $25,595.00 resulting from the cost of Data Input ($20,000.00) and furniture and equipment for Film Inspection Machine ($5,597.00) be funded from the additional $99,105.00 Grant-In-Aid to be received from the West Virginia Library Commission in 1984/1985.

Motion carried.

Ms. Janeann King. Mr. Ray reported that the Library Director and Assistant Director, without prior consultation with the Budget Committee or the Board, had authorized Ms. Janeann King to undertake substantial additional work beyond that covered in the Board-approved $2,070.00 contract with her for the "Job Classification Survey."

Ms. King submitted a bill for this second contract in amount of $1,609.00 for her work performed beyond the scope of the first contract principally covering (1) extensive discussions and redrafting on the restructuring of job responsibilities in the Circulation and Extension Departments, (2) development of a new Clerical/Custodial payscale with a reduced number of paygrades and (3) co-opting Department Heads by extensively involving them in the development of the "final product."

As a result of a meeting of the Library Director, Assistant Director and Ms. King, held at the request of the Budget Committee, Ms. King submitted a revised invoice for $1,328.50. This represented Ms. King's reduction by $280.50, 12 3/4 hours at $22.00 per hour, for her work that properly came under the first, formal contract.

Mr. Ray reported that after his carefully review of a statement prepared by the Assistant Director, he recommends that the second contract be ratified and confirmed and that Ms. King's second invoice in amount of $1,328.50 be paid.

After discussion, upon motion of Mr. Ray, seconded by Dr. Hairston, it was unanimously

RESOLVED, That the previously unauthorized contract with Ms. Janeann King for work over and above that specified by the original "Job Classification Survey" contract, be ratified and approved; and

RESOLVED FURTHER, That Ms. King's revised invoice in amount of $1,328.50--58 3/4 hours, at $22.00 per hour plus incidental expenses--be approved for payment.

Motion carried.

Salary Adjustment. Mr. Stern was excused from the meeting. Mr. Ray reported that no salary increase was given to Mr. Stern as a result of the Job Classification Survey prepared by Ms. Janeann King. He stated that the Budget Committee recommended that Mr. Stern's 1984/1985 salary be raised an additional $1,500.00 to $34,296.00.

Upon motion of Mr. Ray, seconded by Mrs. Smith, it was unanimously

RESOLVED, That the 1984/1985 salary of Joel Stern be raised by $1,500.00 over and above the amount which had been previously approved at the February 8, 1984 Library Board Meeting.

Motion carried.

Building and Grounds Committee. Mr. Santrock, Chair, and the Library Director reported that legal ads for Automated Circulation System equipment had appeared in local newspapers, as follows:

Barcode Readers

The Charleston Gazette, June 1,1984 and June 6, 1984

Charleston Daily Mail, May 30, 1984 and June 6, 1984

Communications Equipment

The Charleston Gazette, June 1, 1984 and June 6, 1984

Charleston Daily Mail, May 30, 1984 and June 6, 1984

Mr. Santrock said that both bid openings will take place on June 19, 1984, 2:00 p.m., in the Library Board Room. Because of the need to place contracts for this equipment as promptly as possible, Mr. Santrock said the Committee would like to have authorization to award bids after reviewing with the library's consultant.

After discussion, upon motion of Mr. Santrock, seconded by Dr. Bannerot, it was unanimously

> RESOLVED, That the Building and Grounds Committee be authorized to award bids or to reject all bids for Barcode Readers and Communications Equipment, respectively, after reviewing with the library's consultant.

Motion carried.

Library Board Membership Committee. Mrs. Smith, Chair, reported that a letter had been submitted to Kanawha County Schools asking that Dr. Bannerot, Mr. Fisher and Mr. Wallace be appointed to the Library Board for six years, beginning July 1, 1984. She said action will be taken at Board of Education's meeting on June 21, 1984.

Date and Time of Next Meeting. The next scheduled meeting is the Annual Meeting. It will be held on Friday, July 6, 1984 at 2:00 p.m. in the John V. Ray Room.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF ANNUAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 6, 1984

The Annual Meeting of the Board of Directors of the Kanawha County Public Library was held on Friday, July 6, 1984 at 2:00 p. m. in The John V. Ray Room of the Library.

The following members were present:

Dr. Wallace
Dr. Hairston
Mr. Moss
Mr. Santrock
Mrs. Smith
Mr. Stowers
Mr. H. Wallace

Also present were Mr. Winowich, Library Director and Miss Lorena Ammar, Administrative Assistant. The Assistant Library Director was absent.

The President welcomed Mr. Stowers who was appointed to the Library Board to fill the unexpired term of William Cheshire and Mr. Wallace who was elected to succeed Mrs. Margaret Anderson.

Dr. Wallace welcomed Mr. Jim Brown, President, Cross Lanes Library Board; Mr. Boone Maxwell, President, Dunbar Branch Library Board; branch librarians, department heads and staff who were in attendance.

Dr. Wallace, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The Library Director read the notice of Annual Meeting which had been mailed in accordance with the Bylaws and reads as follows:

" To the Members of the Library Board of Directors:"

"The Annual Meeting of the Library Board of Directors of Kanawha County Public Library will be held in The John V. Ray Room of the Library in the City of Charleston, West Virginia, at two o'clock in the afternoon on Friday, July 6, 1984, for the election of officers and to consider and act upon such other business as may come before the Library Board of Directors.

"Dated this 18th day of June, 1984."

"By /s/ Nicholas Winowich
Secretary"

Correspondence. The Library Director reported that the Library was in receipt of a letter from Robert E. Kittle, Superintendent, Kanahwa County Schools. It reads as follows:

"June 13, 1984

"Mr. Nicholas Winowich, Secretary
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Nick:

"In a special session of the Kanawha County Board of Education on Tuesday, June 12, 1984, the nominees for Kanawha County Public Library Board of Directors were approved as follows:

1. Mr. S. Frank Stowers - to fill the unexpired term of Mr. William Cheshire which ends June 30, 1985.

2. Appointments to six-year terms beginning July 1, 1984, and ending June 30, 1990:

    a. The Reverend Dr. Frederick G. Bannerot
    b. Mr. Arthur Fisher
    c. Mr. Harry A. Wallace III

"These appointments were made in compliance with the nominations made in the Library Board of Directors' meeting on Monday, May 14, 1984, and in accordance with your requests of May 15 and May 17, 1984.

"May I commend you for the excellent selections made to serve on the Kanawha County Public Library Board of Directors. They have proven to be quality individuals who are dedicated to improving the educational and literary programs for the citizens of Kanawha County."

"Sincerely,

/s/ Robert E. Kittle

Robert E. Kittle
Superintendent of Schools"

"REK/bje"

The minutes of the June 11, 1984 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 325 ($20,724.39) and General Bills List No. 325 ($263,428.30) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Moss, seconded by Mrs. Smith, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 323 ($6,574.89) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Moss, seconded by Mrs. Smith, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee.

Cash Management. The Library Director reported that the Kanawha County Public Library currently owns one Certificate of Deposit for $200,000.00 yielding 9.75%, purchased from the National Bank of Commerce on July 3, 1984, to mature on July 10, 1984. The following Certificates of Deposit purchases are planned:

Purchase Date	Amount	Maturity Date
July 10, 1984	$200,000.00	July 17, 1984
July 17, 1984	200,000.00	July 24, 1984
July 24, 1984	150,000.00	July 31, 1984
July 31, 1984	325,000.00	August 7, 1984

Copies of the July, 1984 Cash Management Scheduling Worksheet were distributed. The Library Director was pleased to report that the interest earned through May 31, 1984 (for 11 months) totaled $35,693.00. This was, he said, "a case of money working for us."

Building and Grounds Committee. Mr. Santrock, Chairman, reported that the bid opening for a) Barcode Readers and Wands and b) Data Communication Equipment was held on Tuesday, June 19, 1984 at 2:00 p. m. in the Library Board Room. The bid tabulations, on each of the above, are reported as follows:

BID TABULATION

Barcode Readers & Wands

Kanawha County Public Library
Charleston, West Virginia 25301

Bidder	Item Price	Total Price	Delivery	Terms
NIDI c/o WKM Associates (22)	$700.00	$15,400.00	30 days	1 yr. warranty parts and labor
ID Recall - Data Code (22)	535.00	11,770.00	30 days	6 mo. warranty parts and labor

BID TABULATION

Data Communication Library

Kanawha County Public Library
Charleston, West Virginia 25301

Bidder	Total Price	Delivery	Terms
Telecommunication Network Inc. Digital Controls Corp.	$22,288.00	30 days	Manufactures 1 yr. warranty 90 days Maint. Svc.
Computer Associates of WV Inc. - Racal Vadic	21,448.00	45 days	Warranty 90 days
Bell Atlanticom Systems Inc. - Dataline	10,119.00 (Rack Modems only)	17 days	1 yr. warranty parts & labor

Mr. Santrock added that Mr. McMorran, Library Automation Specialist, and the Library Director consulted with knowledgeable "computer" persons at the annual conference of the American Library Association held in Dallas, Texas. All comments indicated that the price was right and the product good.

Mr. Santrock reported that the Library Board of Directors, at its meeting held on Monday, June 14, 1984 authorized the Building and Grounds Committee to award bids or to reject all bids

Following discussion, upon motion by Mr. Santrock, seconded by Mrs. Smith, it was unanimously

RESOLVED, That the acceptance of the ID Recall-Data Code bid for 22 Barcode Readers and Wands at $535.00 each or a total of $11,770.00 be ratified and approved; and,

RESOLVED FURTHER, That the acceptance of the Computer Associates of West Virginia, Inc. bid for Data Communications Equipment at a sum of $21,448.00 be ratified and approved

Motion carried.

Nominating Committee.

Election of Officers. In the absence of Mrs. Rugeley, Chair, Dr. Hairston, member, reported that the Nominating Committee named the following persons for the offices as indicated for the fiscal year beginning July 1, 1984 and ending June 30, 1985.

President	- Dr. William J. L. Wallace
First Vice President	- Mrs. Helen Smith
Second Vice President	- Mr. John L. Ray
Secretary	- Mr. Nicholas Winowich
Treasurer	- Mr. Nicholas Winowich
Assistant Secretary	- Mr. Joel Stern
Assistant Treasurer	- Mr. Joel Stern

Dr. Hairston moved, Mr. Moss seconded that the nominations be closed and that the Secretary be instructed to cast a unanimous ballot for the candidates named.

Dr. Wallace thanked the Library Board for the privilege and opportunity of service as Kanawha County Public Library Board President. He remarked that he would accept the challenge for another year and hoped that the Library Board would consider the election of a woman to serve as its next President.

President Speaks on ALA Conference. Dr. Wallace spoke briefly on meetings he attended at the Annual Conference of the American Library Association held in Dallas, Texas. He attended meetings of American Library Trustees Association and general sessions on such topics as freedom of speech, the right to know and access to information.

Report of Director. The Library Director introduced Presidents, Branch Library Board of Directors, Heads of departments and Staff members present. They were:

Jim Brown	- President, Cross Lanes Library Board
C. Boone Maxwell	- President, Dunbar Library Board
Ruth Figgatt	- Chief, Catalog Department
Jo Ellen Flagg	- Chief, Extension Department
June Martin	- Chief, Reference Department
Sara Sue Wright	- Chief, Circulation Department
Jean Andrews	- Librarian, Clendenin Public Library
Steve Crowley	- Branch Librarian, Dunbar Library
Linda Hill	- Branch Librarian, Elk Valley Library
Peggy Karkos	- Branch Librarian, Cross Lanes Library
Peggy Palmer	- Branch Librarian, St. Albans Library
Anna Parker	- Branch Librarian, Glasgow/Marmet Libraries
Frances Paxton	- Librarian, Nitro Public Library

All of the above spoke briefly about their department/branch's functions, purposes, programs and services. Questions and comments followed.

Afterwards, copies of the "Mini Annual Report: 1983/1984: Some Reflections" were distributed by the Library Director and highlights noted:

1. Installation of an Automated Circulation System with Hewlett-Packard hardware and Virginia Tech software.

2. Development of a Job Classification plan.

3. Completion of a user/non user survey.

4. Observance of the Institutions 75th Anniversary.

5. Retirements of Library Board Members Anderson and Cheshire and Staff personnel Gerard and Thomas.

6. Election of new library Board Members Frank Stowers and Harry Wallace.

There being no further business, the meeting on motion adjourned.

President

Secretary

NO ANNUAL REPORT WAS SUBMITTED FOR 1983/1984